

CITY OF LODI
INFORMAL INFORMATIONAL MEETING
"SHIRTSLEEVE" SESSION
CARNEGIE FORUM
305 W. PINE STREET
TUESDAY, MAY 11, 1999

An Informal Informational Meeting ("Shirtsleeve" Session) of the Lodi City Council was held Tuesday, May 11, 1999 commencing at 7:00 a.m.

ROLL CALL

Present: Council Members – Hitchcock, Mann (left at 8:15 a.m.), Nakanishi, Pennino and Land (Mayor)

Absent: Council Members – None

Also Present: Deputy City Manager Keeter, Economic Development Coordinator Goehring, Administrative Assistant to the City Manager Haynes, Administrative Assistant to the City Manager Hamilton, Information Systems Manager Helmle, Public Works Director Prima, Community Development Director Bartlam, Finance Director McAthie, Police Chief Hansen, Fire Chief Kenley, Electric Utility Director Vallow, Community Center Director Lange, Parks and Recreation Director Williamson, Human Resources Director Narloch, Library Services Director Martinez, City Attorney Hays and City Clerk Reimche

Also present in the audience was a representative from the Lodi News Sentinel and The Record.

TOPIC(S)

1. Discussion Regarding Budget

ADJOURNMENT

No action was taken by the City Council. The meeting was adjourned at approximately 8:17 a.m.

ATTEST:


Alice M. Reimche
City Clerk

OPERATING BUDGET BY MISSION

	1997-98 Actual	1998-99 Budget	1999-00 City Mngr/ Recommended	2000-01 Proposed
Public Safety				
Police Protection	7,415,559	7,700,846	7,909,365	7,936,805
Fire Safety	3,302,920	3,435,887	3,694,990	3,836,970
Other Safety Services	12,265	32,155	37,380	38,540
Total Public Safety	10,730,744	11,168,888	11,641,735	11,812,315
Public Utilities				
Water Utility Services	4,149,465	3,143,030	3,193,825	3,301,895
Wastewater Utility Services	2,740,734	2,770,105	3,302,060	3,323,470
Electric Utility Services	9,124,707	9,229,870	10,885,080	11,260,925
Total Public Utilities	16,014,906	15,143,005	17,380,965	17,886,290
Transportation				
Streets and Flood Control	1,741,165	1,746,421	1,675,385	1,695,335
Transit	1,100,634	1,074,830	1,443,340	1,503,350
Total Transportation	2,841,799	2,821,251	3,118,725	3,198,685
Leisure, Cultural & Social Services				
Parks and Recreation	635,049	715,790	754,870	786,355
Recreation Division	334,442	324,820	377,115	406,270
Parks Division	1,186,139	1,161,485	1,295,595	1,322,455
Cultural Services	1,716,220	1,824,525	2,244,100	2,232,265
Total Leisure, Cultural & Social Services	3,871,850	4,026,620	4,671,680	4,747,345
Community & Economic Development				
Planning	373,669	451,115	387,215	475,700
Construction Development	1,547,549	1,505,580	1,615,135	1,674,735
Economic Development	392,978	300,335	389,700	395,280
Total Community & Economic Development	2,314,196	2,257,030	2,392,050	2,545,715
General Government				
Legislation and Policy	101,931	80,280	92,015	94,090
General Administration	716,935	593,725	632,515	679,275
Legal Services	278,419	277,080	282,085	279,195
City Clerk Services	222,865	241,050	231,420	267,915
Administrative Services	2,294,700	2,656,050	2,950,825	2,917,275
Organizational Support Services	1,479,446	1,544,250	1,723,330	1,745,820
Non-Departmental Services	4,801,350	5,054,455	4,872,660	4,947,175
Total General Government	9,895,646	10,446,890	10,784,850	10,930,745
TOTAL OPERATING BUDGET	45,669,141	45,863,684	49,990,005	51,121,095

SUMMARY OF SIGNIFICANT EXPENDITURES AND STAFFING CHANGES

		1999-00		2000-01					
	FTE	Requested Cost	FTE	City Manager Recommended	FTE	Requested Cost	FTE	City Manager Recommended	Comment
Public Safety									
Police Protection									
Police Administration									
Federal Block Grant match funds	1	10,000							absorb in current budget
Police Operations									
Dispatcher team building	2	9,750							one time cost absorb in current budget
Animal Control									
Purchase Cat cages	3	8,380		8,380					one time cost - new regulations
Fire Safety									
Fire Support Services									
Purchase Portable weather station	4					5,000			one time cost
Emergency Services									
Purchase Foam dispensing unit	5	12,000						12,000	one time cost- use carry over funds
Hire Firefighter	6	41,500	1	41,500	1	41,500	1	41,500	
Purchase External defibrillator	7					4,500		4,500	one time costs
Total Public Safety	1	81,630	1	49,880	1	51,000		58,000	
Public Utilities									
Water/Wastewater Utility Services									
Engineering staff support	9	204,350	2	127,880		(6,000)			divide costs 50/50 to each utility
Electric Utility Services									
Policy, Legislative & Regulatory									
Hire Administrative Clerk II	10	30,520							hold til re-organization
Consulting services	11	125,000		125,000					unbundled rates, benchmarking
Electrical Engineering & Operations									
Hire Administrative Clerk II	12	36,400	1	36,400		(4,345)		(4,345)	reduction due to one time cost
Hire temporary Auto CAD operator	14	20,840				(2,840)			
Replacement of PCs (5)	15	15,000		7,500				7,500	divide over two years
Replacement of copy machine	16	9,000		9,000					one time costs
Increase funding of overtime	17	12,000							
Meter reading materials funds	18	11,000		11,000					
Business Planning & Marketing									
Consulting services	19	50,000		10,000					will encumber this FY
Electric Construction & Maintenance									
Tree trimming contract increase	20	130,770		130,770		3,930			increased regulatory
Hire Groundsperson	22	101,540	2	offset		1,070			reduce equal cost in 2 contract em
Contract personnel	24	377,135							
Fund Apprentice program	25	55,740						55,740	second yr to allow time for setup
Substations & Systems									
Prof. services for transformer maint	26	10,000							absorb in current budget
Prof. services for painting	27	20,000						20,000	approve for second year
Total Public Utilities	7.00	1,209,295	5.00	457,550		(8,185)		78,895	
Transportation									
Streets and Flood Control									
Hire Downtown Cleanup laborer	29	2,620	0.25	2,620					40 hr now w/no benefits
Hire Clean-up truck laborer	30	32,475	1						
Total Transportation	1.25	35,095	0.25	2,620					
Leisure, Cultural & Social Services									
Parks and Recreation									
Parks and Recreation Administration									
Connect computer workstations	31	8,000		8,000					one time costs
Hire Administrative Asst.	32				1	54,000	1	54,000	
Program Activities Coordinator	33	41,165	0.5	15,000					one time costs absorb in current budget
Purchase office chairs	34	4,400							
Upgrade activity brochure	35	9,905							
Hire Part time CAD operator	36	10,495				(3,855)			absorb w/97 PT hours budgeted
Recreation Division									
Aquatics									
Purchase Pool slide	37	5,500		5,500					one time costs pending use of CDBG funds
Purchase Inflatable water feature	38					3,500			one time costs absorb in budget
Youth Sports									
Increase funds for youth activities	39	14,455		14,455					net increase offset by revenues
Purchase Portable scoreboards	40	4,000		4,000					one time costs
Sports Facilities									
Purchase Fence material	41	4,900		4,900					one time costs
Additional PT laborer hours	42	26,035		25,000		27,380			one year of costs
Parks Division									
Lodi Lake Park									
Special events funding	43	offset		offset					offset by donations
Hire P/T Laborer - irrigation installer	44	11,405		11,405					maxicom installation

SUMMARY OF SIGNIFICANT EXPENDITURES AND STAFFING CHANGES

	FTE	1999-00 Requested Cost	FTE	City Manager Recommended	FTE	2000-01 Requested Cost	FTE	City Manager Recommended	Comment
Park Maintenance									
Hire Laborer	45				1	31,390	1	31,390	
Hire P/T Laborer	46	13,415		13,415					Peterson & Glaves
Increase part time hours	47	13,050							absorb w/97 PT hours budgeted
Equipment Maintenance									
Hire Part time assistant	48	3,650		3,650					
After School Program									
Increase part time funding	49	8,710		8,710					offset by revenues
Extend operation to before school	50	offset		offset					offset by revenues
Community Center									
Community Center Administration									
Box office staffing	51	offset		offset					offset by revenues
Hire Part time intern	52	5,905		5,905					
Increase part time Adm Clerk hours	53	16,200							
Senior Information Center									
Hire Part time intern	54	6,910		6,910					or use for PT staff w/ HSS Admin
Swimming Pool									
Hire Aquatics Supervisor	55	1	8,000	1	8,000				
Hutchins Street Square Maintenance									
Refinish wood floor - Kirst Hall	56	12,000						12,000	one time costs defer for one year
Replace wood columns	57	5,250							replace as necessary & absorb
Remove alders	58	5,000		5,000					one time costs
Increase janitorial supplies funding	59	11,020		11,020					
Replace rental tables	60	11,990		5,995				5,995	20 each year
Increase fund for sublet services	61	13,180		13,180					
Hire Park Maintenance Worker	63	1	34,145						
Hire Building Maintenance Worker	64	1	32,975	1	32,975	4,085			40,000 sf new space
Fund Bi weekly in house newsletter	66	5,720							
Social Services									
Library									
Increase part time staffing pool	67	15,150		15,150					
Hire Part time Librarian Reference	72	19,800							
Hire Part time Librarian Childrens	73	19,100							
Total Leisure, Cultural & Social Ser	4.0	401,430	2.5	218,170	2	116,500	2	103,385	
Community & Economic Development									
Community Improvement									
Hire Full time Administrative Clerk II	75	0.5	20,210				0.5	20,210	offset by part time savings
Purchase office system furniture	76	7,500		7,500					one time costs
Economic Development									
Strategic & Marketing Plans	77	32,500		15,000				15,000	
* Community & Econ Dev	0.5	60,210		22,500			0.5	35,210	
General Government									
General Administration									
Public Works Administration									
Hire full time Administrative Clerk I/II	80	0.5	15,450				0.5	15,450	offset by part time savings
Hire Volunteer Coordinator	81	1	46,150			(2,150)			defer for further development
Funding for Solid Waste contract	82	2,000		2,000		25,000		25,000	
Administrative Services									
Human Resources									
Hire Administrative Clerk II	83				0.5	10,315	0.5	10,315	offset by part time savings
Consulting Services	85	20,000		20,000					one time costs
Citywide training program	87	10,850		10,850					
HR Risk Management									
Injury & Illness Program	89	25,000		25,000					one time costs
Property Valuation	90	7,875		7,875					one time costs
Information Systems									
Web page development services	91	5,000		5,000					
Consulting Services	92	15,000		15,000					
Purchase Laptops (1 ea yr)	93	3,000		3,000					
Hire Part time Intern	94	8,320						8,320	defer to 2nd year
Purchase Help desk software	95	6,000		6,000		(4,800)			
WAN Internet Service Provider funding	96	9,600		9,600					
City Clerk									
Municipal Code Book codification	97					5,000		5,000	one time costs
Cost of election - increase	98					7,795		7,795	
Continuing Ed for Public Officials	99	4,340		4,350					CMC status
Finance Revenue Division									
Hire full time Account Clerks (2)	100	1	17,605	1	17,605	(5,600)		(5,600)	offset by part time savings
Organizational Support Services									
Finance Field Services									
Purchase cellular phones	101	1,630		1,630		(1,285)		(285)	offset by savings

SUMMARY OF SIGNIFICANT EXPENDITURES AND STAFFING CHANGES

	1999-00				2000-01				Comment
	FTE	Requested Cost	FTE	City Manager Recommended	FTE	Requested Cost	FTE	City Manager Recommended	
Hire Lead Meter reader	102	0.5	17,395			1,200			offset by savings
Fleet Services									
Hire Parts Clerk	103	0.5	14,845	0.5	14,845	1,580		1,580	offset by part time savings
Hire Fleet Services Worker	104				1	38,230			
Total General Government	3.5	230,060	1.5	142,755	1.5	75,285	1.0	67,575	
TOTAL OPERATING BUDGET	17.25	2,017,720	10.25	893,475	4.5	234,600	2.5	343,065	
FUNDING SOURCES:									
General Fund	9.0	673,405	5.25	372,280	4.5	242,785	2.50	264,170	
Transportation Fund	1.3	35,095		2,620					
Library Fund		54,050		11,150		-			
CDBG		13,000		13,000					
General Liability fund		32,875		32,875		-			
Water Fund	1.5	102,175	1	63,940		(3,000)			
Wastewater Fund	1.5	102,175	1	63,940		(3,000)			
Electric Fund	4.0	1,004,945	3.0	329,670		(2,185)		78,895	
	17.3	2,017,720	10.25	893,475	4.5	234,600	2.50	343,065	

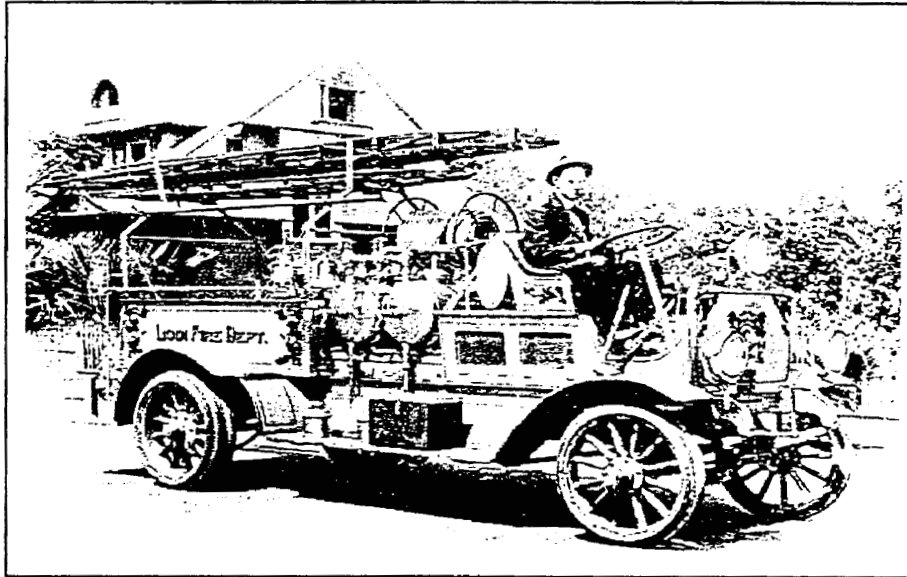
1999 - 01

FINANCIAL PLAN AND BUDGET

**City Manager
Significant Expenditure & Staffing Recommendations**

**CITY OF LODI
CALIFORNIA**

PUBLIC SAFETY



Lodi Fire Department bought its first motorized fire truck in 1913



May 1961 – new patrol car

1999-2001 SIGNIFICANT EXPENDITURE REQUEST

ACTIVITY: POLICE DEPARTMENT
REQUEST TITLE: MATCHING FUNDS

PROJECT DESCRIPTION:

For the past three years the Lodi Police Department has been the recipient of Federal Block Grant Funds. Part of the requirements by the Federal government is that the city match a certain percent of the Federal funding. The Police Department has taken funds from its operating budget to cover these matching expenses for the City. We would like to address this situation by requesting that funds be released from the General Fund to cover the Federally mandated matching funds.

EXISTING SITUATION:

The Police Department has had to transfer funds from our operating budget to cover the mandated matching funds the City has promised to pay as part of our grant submittal. We have transferred \$11,561 for Federal Block Grant matching funds for 96-LB-VX-1055, \$11,836 for Federal Block Grant matching funds 97-LB-VX-3209 and \$9,372 for Federal Block Grant 98-LB-VX-3209. This totals a \$32,769 reduction in our operating budget for a 3-year period. We would like this situation addressed as a Significant Expenditure Request to cover the upcoming matching requirements.

PROJECT COSTS:

1999-2000	\$10,000 (APPROXIMATELY-EXACT FIGURES DEPENDS ON GRANT REQUIREMENTS)
2000-2001	\$10,000 SAME AS ABOVE

1999-2001 SIGNIFICANT EXPENDITURE REQUEST

ACTIVITY: Police Department Training & Conference Account
REQUEST TITLE: Dispatcher Team Building

PROJECT DESCRIPTION:

The Lodi Police Department has sixteen (16) Dispatcher / Jailers who staff the 911 dispatch center for Police and Fire. A formalized team building is necessary to enhance the effectiveness of the dispatch unit.

PROJECT OBJECTIVE:

Enhance police / fire dispatchers ability to better understand how to provide missions critical services. By building a stronger and more cohesive team within the dispatch unit we expect to identify deficiencies in our service delivery and adopt strategic plans to provide the highest service possible.

EXISTING SITUATION:

The Lodi Police Department has sixteen (16) Dispatcher / Jailers within the Operations Division. A Police Lieutenant is the Dispatch Manager. There are four (4) Lead-Dispatchers who act primarily as dispatcher trainers with some limited collateral duties. The Dispatch Lieutenant reports to the Operations Division Captain.

The Dispatch / Jail area of the Police Department is often a very confined and difficult working environment. The working space is not sufficient for the number of staff assigned and the jail environment is stressful. Dispatch / Jailers perform mission critical functions and are the lifeline from the community to public safety services. As a result of these and other factors, it is important that we have professional assistance to help staff re-focus on mission goals and team concepts.

PROJECT COSTS:

Professional Dispatch Consultant (3 days)	\$ 4,500.
19 attending (11 hotel rooms) 11x 90 x 3=	\$ 2,970.
Perdiem 19x 40 x 3=	\$ 2,280.
TOTAL	\$ 9,750.

* Associated overtime costs would be incurred to backfill dispatch and would be absorbed in our overtime budget.

ALTERNATIVES:

An in-house team building could be conducted without a professional consultant at a reduced cost.

1999-2000 SIGNIFICANT EXPENDITURE REQUEST

Police Department
Animal Shelter Cat Cages

REQUEST SUMMARY

Purchase two "banks" (nine cages per bank) of cat cages for the Animal Shelter.

PRIMARY OBJECTIVE

1. Provide adequate space to house cats at the shelter
2. Increase the number of cages in the limited space of the shelter's "cat room".

SUMMARY OF FACTORS DRIVING THE REQUEST

The shelter currently has a total of twenty cat cages in its cat room. These cages are filled to capacity on a daily basis. Animal Services Officers are often forced to double up the animals in the cages and are, at times, forced to euthanize cats before the law allows. On July 1st new legislation will increase the number of days the shelter will be required to keep stray animals from three to five. It will be impossible for the shelter to comply with this legislation without additional cages. Adding to the problem is the limited space in the cat room. There are currently four different styles of cages in the cat room and their varying sizes and construction make it impossible to simply stack or fit more cages in the room. The two banks of cages requested will match and stack on a bank of cages purchased two years ago. Some of the older cages will be moved from the cat room into the euthanasia room to be used as temporary holding and overflow cages. Adding these cages will increase the number of cat cages at the shelter from twenty to approximately thirty-three.

ALTERNATIVES

1. Continue to double up cats in the cages. This alternative makes it extremely difficult handle the cats, difficult to clean cages, it lends to the spread of disease, and would likely lead to complaints from the public.
2. Euthanize animals as space is needed. This practice would place the shelter in violation of state law.

COST SUMMARY

TWO	Nine-unit 24" x 24" stainless steel kennels with resting shelves and platform base with casters	\$7,066
	Tax	\$565
	Estimated Shipping	<u>\$750</u>
	Total	\$8,381

1999-00 Financial Plan and Budget
SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Support Services
REQUEST TITLE: Purchase of Portable Weather Station

REQUEST SUMMARY

This request is to purchase a portable weather station for hazardous materials emergency calls and general citywide use.

PRIMARY OBJECTIVE

To provide a safe working environment for emergency scene personnel and to determine the correct wind direction and speed in order to establish the proper plume projection and travel should an emergency evacuation be necessary.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

This type of equipment is not readily available in the area for emergency use. The shipment of hazardous material is prevalent along the Highway 99 corridor and the railroad that travels through the city. Should an evacuation be necessary as a result an unscheduled discharge of hazardous materials, accurate information is crucial to a successful outcome.

ALTERNATIVES

1. Do not purchase the equipment.

COST SUMMARY	1999-2000	2000-2001
Additional Cost		
Staffing		
Supplies, Material and Services		
Minor Equipment		\$5,000.00
Total		\$5,000.00
Savings		
Net Cost		\$5,000.00

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Emergency Services
 REQUEST TITLE: Install Foam Unit to Engine 1

REQUEST SUMMARY

This request is to install a foam-dispensing unit to Engine 1.

PRIMARY OBJECTIVE

To maintain standardization of emergency equipment, response capabilities and service levels throughout the city.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

Engine 1 was purchased in 1994 and was designed without a foam-dispensing unit. In 1997, two fire engines were purchased with foam dispensing units for use on ordinary combustible and flammable liquid fires. The benefits realized from a rapid and pre-measured foam application system supports the installation of this equipment on Engine 1. The installation of this equipment would maintain an equal service level to all areas of the city and provide a standardized response capability among apparatus.

ALTERNATIVES

1. Do not install the foam application unit

COST SUMMARY	1999-2000	2000-2001
Additional Cost		
Staffing		
Supplies, Material and Services		
Minor Equipment	\$12,000.00	
Total	\$12,000.00	
Savings		
Net Cost	\$12,000.00	

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Emergency Services

REQUEST TITLE: Add One Firefighter Position to Emergency Services Activity

REQUEST SUMMARY

The request is to add one additional firefighter's position to the emergency services activity of the fire department. One position was authorized in budget year 1998-1999, and this request is to add a second authorized position to the budget in 1999-2000 and a third position in budget year 2000-2001.

PRIMARY OBJECTIVE

To provide staffing for three personnel on the truck company, resulting in a constant on-duty staffing of thirteen (13) personnel per shift, including the duty chief.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

As a result of the department's self-assessment and standards of cover document, it was determined that the minimum number of personnel required at the scene of a low risk structure fire was thirteen (13), including the duty chief. At present, the minimum staffing of the department allows the on-duty staffing to drop to twelve (12) to cover vacations, sick leave and other department related leave requirements. The impact of having only 12 personnel on-scene at a low risk structure fire is that certain fireground tasks will not be able to be performed due to insufficient resources to perform the tasks safely. An additional position per shift would allow the department to increase its constant staffing to thirteen (13) and still cover vacations, sick leave and other department related leave requirements. Since 75% of the city's buildings fall in the low fire risk category, and clearly at least 90% of the department's actual structure calls fall in this same low risk category of building types, the addition of one firefighter per shift would sufficiently cover 75% of the city's fire risk and 90% of our actual calls.

**ALTERNATIVES**

1. Continue with the practice that is currently utilized.
2. Increase the overtime budget to allow for coverage of vacations, sick leave and other department related leave requirements with present staff while maintaining a minimum staffing of thirteen.

COST SUMMARY	1999-2000	2000-2001
Additional Cost		
Staffing	40,000.00	40,000.00
Supplies, Material and Services	1,500.00	1,500.00
Minor Equipment		
Total	\$41,500.00	\$41,500.00
Savings		
Net Cost	\$41,500.00	\$41,500.00

1999-01 Financial Plan and Budget
SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Emergency Services
REQUEST TITLE: Purchase Automatic External Defibrillator

REQUEST SUMMARY

This request is to purchase a fourth defibrillator.

PRIMARY OBJECTIVE

To maintain availability of mission critical equipment, to provide essential equipment at site-specific stationary and auxiliary functions and to maintain the operational readiness of reserve apparatus.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

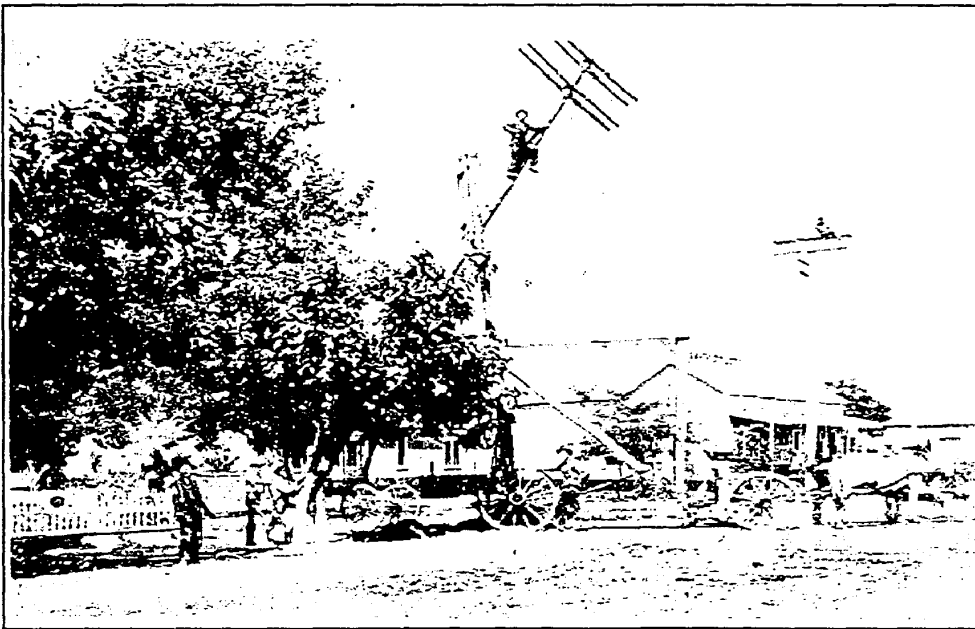
The availability of this equipment to emergency personnel has been instrumental in saving the lives of seven citizens. At the present time each front-line engine is equipped with a defibrillator. However, the reserve fire engine is not. The purchase of this equipment would maintain availability of mission critical equipment, provide essential equipment at site-specific stationary and auxiliary functions such as the Street Faire and Ooh Aah Festival. At other times, this purchase would maintain standardization of emergency equipment, response capabilities, service levels and operational readiness of the reserve fire engine.

ALTERNATIVES

1. Do not purchase the equipment.

COST SUMMARY	1999-2000	2000-2001
Additional Cost		
Staffing		
Supplies, Material and Services		
Minor Equipment		\$4,500.00
Total		\$4,500.00
Savings		
Net Cost		\$4,500.00

PUBLIC UTILITIES



Construction workers in 1905 hoist a utility pole near the corner of Sacramento and Lockeford

1999-2001 Financial Plan and Budget
SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Public Utilities – Water/Wastewater
REQUEST TITLE: Engineering Staff

REQUEST SUMMARY

This request is to provide dedicated engineering staff to place greater emphasis on supporting the City's Water and Wastewater Utility; in particular the ongoing replacement of old mains. Related to this would be a reorganization of the present Engineering Section, which would be handled separately. This request and related reorganization will emphasize use of outside consulting services for large and "one-time" projects, recognizing that senior staff will be needed to manage and coordinate consultant's work with other City Departments and outside agencies and, that regular City staff will handle on-going programs.

PRIMARY OBJECTIVE

The primary objective of the request is to make the City's Engineering function more responsive to the City goals of replacing aging infrastructure and supporting economic development. This requires both highly experienced and skilled staff and the ability to respond to urgent and cyclic demands of development projects. These objectives will be accomplished by:

- ❖ Assigning three positions to the Water and Wastewater Utilities, creating a project team to focus on replacement of old pipelines both as separate projects and in conjunction with street rehabilitation projects and do related mapping;
- ❖ Maintaining a core staff in engineering to do capital planning and coordination in conjunction with current development and long-range planning to implement the General Plan;
- ❖ Contracting with an outside firm to assist in development plan checking and processing (already underway).

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

The present organization and staffing levels have not permitted Engineering to move forward with the important goal of replacing old infrastructure. Also, while Engineering has responded well to the demands of "fast track" development projects and other economic development efforts, it has been at the expense of other, primarily residential, development activity and our utility & street projects and administrative duties. In addition, recruiting and retaining experienced staff is beginning to become a problem. Civil engineers are in high demand in California while college enrollments are declining. With recent and projected retirements, the City will need the utmost flexibility in hiring staff and consultants.

ALTERNATIVES

- ❖ Continue with present practices.
- ❖ Retain an outside consulting/management firm to evaluate the City's engineering function and make recommendations.

COST SUMMARY	1999-2000	2000-01
The costs below are based on the assumption that current staff would be transferred to Water/Wastewater and new employees would be hired in Engineering.		
Staff transfer to Water/Wastewater (50/50 each)		
Senior Engineer (E step)	\$76,470	\$76,470
PW Inspector (E step)	\$61,260	\$61,260
Senior Eng. Technician (E step)	\$60,620	\$60,620
Misc equipment (PC's)	\$6,000	-
Total:	\$204,350	\$198,350

WaterWWEngineering

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Policy, Legislative and Regulatory

REQUEST TITLE: Administrative Clerk II – Full-Time

REQUEST SUMMARY

Establish a full-time Administrative Clerk II position to assist the Department's one existing full-time clerical person. Since March 1997, the Department has been employing a temporary part-time Administrative Clerk II over 1900 hours per year without benefit of full-time employment.

PRIMARY OBJECTIVE

- Provide sufficient clerical support to the 44 full-time and nine part-time Electric Utility Department staff.
- Provide customer response and telephone services.
- Provide clerical back-up in absence of the one full-time Administrative Clerk II or Department Secretary.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

Industry restructuring, the competitive electric market and increased regulator's requirements have expanded the demands on the time of the professional staff and the one full-time Administrative Clerk II. The Department is being pressed to provide a competitive level of service to its customers and implement public benefit programs and value-added services. An additional Administrative Clerk II is needed to allow professional staff the time and administrative support to implement these programs.

The duties of this position will allow for the clerical support necessary for the public benefit programs and value added services. It will also provide the much needed clerical back-up in the absence of the current clerical staff.

ALTERNATIVES

- Continue with temporary employee performing these duties without benefits.
- Without this position clerical and reception duties are performed by significantly higher paid employees.

COST SUMMARY

Additional Costs	1999-2000	2000-2001
Staffing	\$22,200.00	\$22,865.00
Overhead	8,320	8,410
Total	\$ 30,520	\$ 31,275

IMPLEMENTATION

On approval of this request, the hiring of a full-time Administrative Clerk II will be scheduled.

1999-2001 Financial Plan and Budget
SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Policy, Legislative and Regulatory
REQUEST TITLE: Consulting Services

REQUEST SUMMARY

Hire various consulting firms to provide services in the areas of unbundling of rates, restructuring, commodity risk management policy development and competitive benchmarking.

PRIMARY OBJECTIVE

Provide services to supplement Department activities so that the City can be ready for the competitive electric market and to maintain a competitive stance in the future.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

This request is required with the proposed opening of the electric commodity to market competition so that the City will have the tools necessary to survive in the competitive arena.

ALTERNATIVES

These are specialized services that could not be accomplished with existing staff.

COST SUMMARY

Additional Costs	1999-2000	2000-2001
Staffing		
Utilities		
Supplies, Materials, Services	125,000	125,000
Minor Equipment		
Savings		
Total	\$ 125,000	\$ 125,000

IMPLEMENTATION

Upon approval, implement during 1999/2000 and 2000/2001 fiscal years.

1999-2001 Financial Plan and Budget
SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Engineering and Operations
REQUEST TITLE: Administrative Clerk II

REQUEST SUMMARY

Add Administrative Clerk II position in Engineering and Operations Division

PRIMARY OBJECTIVE

Provide the necessary clerical support to Division's staff and relieve existing estimating and engineering staff of clerical duties

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

At present many clerical tasks are being performed by engineering and estimating staff resulting in a significant impact on the availability of this highly trained and specialized staff. Although the Division has temporary clerical staff, the demands for clerical support far outweighs the capacity of the temporary staff. The increased level of outside contracting on several construction projects has significantly increased the volume of clerical duties. Outside contracting requires considerably more clerical duties to prepare and administer the contracts when compared to the same construction work being performed by in house staff. The Division Manager currently performs the clerical aspects of the tasks listed below. These tasks will be transferred to the clerical position in turn relieving the Manager to perform more duties of the manager position, duties that at present are not being performed.

Examples of these tasks are:



Preparing and administering construction contracts; transformer inventory; vehicle acquisition and disposition; responding to questionnaires; acquisition and disposition of major equipment, processing invoices and billings as well as numerous day to day clerical tasks.

ALTERNATIVES

Add part time and/or temporary help. Not recommended. It has been demonstrated that even with the current level of clerical help higher classification staff is still performing large amounts of clerical tasks. Full time staffing, in the Division, of this classification will bring continuity and availability to the Division's clerical staff. This will produce a highly experienced, knowledgeable, and effective addition capable of offering significant assistance to the Division's technical staff which in turn increases the overall efficiency and effectiveness of the Division.

COST SUMMARY

Additional Costs	1999-2000	2000-2001
Staffing	\$30,520	\$31,275
Utilities	180	180
Supplies, Materials, Services	600	600
Minor Equipment	5,100	-
Savings (see below)		
Total	\$36,400	\$32,055

1999-2001 Financial Plan and Budget
SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

Administrative Clerk II (continued).

Savings: Not quantified – Significant as a result of the ability to transfer duties from higher to lower compensated staff and gaining the availability of technical staff to perform needed duties not presently being addressed.

IMPLEMENTATION

Upon approval the recruitment process will be initiated



SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Engineering and Operations

REQUEST TITLE: AutoCAD Operator, temporary

REQUEST SUMMARY

Add additional temporary AutoCAD staffing to assist the Division during this period of high activity level in areas of design, planning and system development. This position is currently working in the Division utilizing funds from the vacant Electrical Engineer position. It is estimated that the employee will work approximately 1800 hours per year.


PRIMARY OBJECTIVE

Continue to relieve existing staff of tasks that can be effectively performed by temporary staff. This will increase the availability of highly trained staff to respond to customer requests and reduce the present backlog of projects waiting to be designed.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

The additional temporary mapping staff will be assisting in the development, design and drawing of various Capital Improvement Projects and electrical system projects. These projects include: Downtown 12kV system rebuild, Turner Road duct system, McLane Substation get-a-ways, wiring schematic drawings for all substation equipment, converting Electric Engineering Standards (EES) and Electric Construction Standards (ECS) from hand drawings to AutoCAD. Converting these standards to the AutoCAD format will allow the engineering staff to easily accomplish updates, changes, revisions and take-offs from the original computer files. The temporary staff member will also do routine AutoCAD drafting and assist in more complex tasks such as data input in ADE and GIS programs. An additional AutoCAD node must be purchased to meet software licensing agreements.

Other duties and responsibilities will include, but not limited to the following:

- 
1. Electric system mapping.
 2. Streetlight system mapping
 3. General AutoCAD drawing.
 4. Special drawing projects.

ALTERNATIVES

1. Do nothing.
2. Out source - not recommended, the most efficient way to accomplish this task is to have the employee work along side and be continually monitored by existing staff. Not practical.
3. Add full time AutoCAD mapper to the current staff. Not recommended at this time.
4. Have current staff perform the work. This alternative would further increase the backlog.

COST SUMMARY

Additional Costs	1999-2000	2000-2001
Staffing	18,000	18,000
Utilities		
Supplies, Materials, Services	2,840	0
Minor Equipment		
Savings		
Total	\$20,840	\$18,000

IMPLEMENTATION

On approval of this request, the recruitment process will be initiated and additional software will be purchased.

1999-2001 Financial Plan and Budget
SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Engineering and Operations
REQUEST TITLE: Personal Computers, replacement

REQUEST SUMMARY

Replace five (5) personal computers.

PRIMARY OBJECTIVE

Replace computers that do not meet standards required by the software programs used within the Department. In addition some of these units are non-Y2K compliant.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

The Department has five (5) personal computers on which the latest version of software will not operate properly due to the speed and capacity of these machines. It has also been determined that some of these older units will not pass Y2K testing. To eliminate lock-ups and excessive waste of operator time it is recommended that the machines be replaced.

ALTERNATIVES

Do not replace. This alternative will not solve the existing problems with these machines and will continue to waste time.

COST SUMMARY

Additional Costs	1999-2000	2000-2001
Staffing		
Utilities		
Supplies, Materials, Services	15,000	
Minor Equipment		
Savings	Not quantified	
Total	\$15,000	

IMPLEMENTATION

Upon approval the procurement process will be initiated.

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Engineering and Operations

REQUEST TITLE: Copy Machine, replacement

REQUEST SUMMARY

Replace Xerox 5314 copier presently being used by the Engineering Division.

PRIMARY OBJECTIVE

Provide Engineering and Operations Division with a copy machine that will accommodate a number of different sizes and types of paper. The current copy machine will only copy one paper size.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

The existing copier is not capable of accommodating the needs of the Engineering Division. Electric Engineering Work Orders are drawn on a variety of paper sizes, the copier needs to be capable of reproducing these different sizes of paper for Work Order processing. In recent years, the quality of the copies produced has dramatically decreased. Another copy machine is available, however, this machine is used by clerical staff, other divisions and for mass copy projects. It is located remotely from the engineering offices causing inefficient use of engineering staff time due to non-availability and physical location.

ALTERNATIVES

Do nothing - Continue to work with the present copier. This will result in significant impact on staff time, not recommended.

COST SUMMARY

Additional Costs	1999-2000	2000-2001
Staffing		
Utilities		
Supplies, Materials, Services		
Minor Equipment	9,000	
Savings		
Total	\$9,000	

IMPLEMENTATION

Upon approval, purchase will be coordinated with the Purchasing Officer. Existing copier will be traded in.

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Engineering and Operations

REQUEST TITLE: Additional Overtime, Engineering

REQUEST SUMMARY

Increase the funding level for overtime in Engineering.

PRIMARY OBJECTIVE

To increase funding for overtime in order to respond to demands placed on the Division.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

The workload in the Engineering Section has increased dramatically in the past year, as a result, system improvement projects have not been done. Some of the causes for the heavy work load are: the increased industrial development on the eastside of Lodi, easement and right-of-way issues for the Eastside 12kV circuit, subdivision developments and other major system reconstruction. Increased workload from design, planning and document preparation associated with contracting a number of construction projects has further impacted the Division.

ALTERNATIVES

Do nothing, this alternative is not recommended. The backlog will continue to grow and ultimately impact service continuity, system reliability and customer service.

COST SUMMARY

Additional Costs	1999-2000	2000-2001
Staffing	12,000	12,500
Utilities		
Supplies, Materials, Services		
Minor Equipment		
Savings		
Total	\$12,000	\$12,500

IMPLEMENTATION

Upon approval, the overtime will be used on an as needed basis.

1999-2001 Financial Plan and Budget
SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Engineering and Operations
REQUEST TITLE: Materials and Supplies, Meter Reading

REQUEST SUMMARY

Fund materials and supplies utilized by the Meter Reading Division of the Finance Department

PRIMARY OBJECTIVE

Provide the necessary materials and supplies for the Meter Reading Division to perform the duties of meter reading, turn on, turn off, sealing, etc.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

The Meter Reading Division utilizes certain materials and supplies such as seals, locking rings, locks, security plates, etc. in the daily work. These materials and supplies traditionally were budgeted in the Finance Department's budget. However, the 1997-99 Financial Plan and Budget did not include funding for these items in either the Finance Department's or Electric Utility Department's Budgets. During the 1997-99 period the materials have been funded via Special Allocations. This request will place sufficient funding in the Electric Utility Department's Financial Plan and Budget for these necessary materials and supplies.

ALTERNATIVES

Do not fund – not recommended. This alternative will require staff to prepare Special Allocations during the Fiscal Period to fund the purchase of these items.

COST SUMMARY

Additional Costs	1999-2000	2000-2001
Staffing		
Utilities		
Supplies, Materials, Services	11,000	11,275
Minor Equipment		
Savings	none	
Total	\$11,000	\$11,275

IMPLEMENTATION

Upon approval the material and supplies will be purchased during the Fiscal Period to meet requirements. The request is based on actual expenditures during the current Fiscal Period.

1999-2001 Financial Plan and Budget
SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Business Planning and Marketing
REQUEST TITLE: Consulting Services

REQUEST SUMMARY

Hire various consulting firms to provide services in the areas of load research, cost of service and customer options on an ongoing basis.

PRIMARY OBJECTIVE

Provide studies that develop the data and information required too maintain a defensible set of rates and appropriate services in the competitive market.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

This request is essential with the proposed opening of the electric commodity to market competition. These types of studies are very technical and are also necessary to supplement the rate unbundling requirements.

ALTERNATIVES

Have current personnel perform these studies at the cost of other high priority tasks not being performed. Hire additional permanent personnel to do these tasks.

COST SUMMARY

Additional Costs	1999-2000	2000-2001
Staffing		
Utilities		
Supplies, Materials, Services	50,000	50,000
Minor Equipment		
Savings		
Total	\$ 50,000	\$ 50,000

IMPLEMENTATION

Upon approval, implement during 1999/2000 and 2000/2001 fiscal years.

1999-2001 Financial Plan and Budget
SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Electric Construction and Maintenance
REQUEST TITLE: Tree-Trimming Electric Line Clearance

REQUEST SUMMARY

Increase funding for Contract Tree-Trimming.

PRIMARY OBJECTIVE

To maintain trees trimmed from primary conductors for new and more stringent clearance regulations.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

The Electric Utility Department contracted for tree trimming (line clearance) utilizing two three-person crews and one two-person crew for the 1997-1998 fiscal year. On January 23, 1997, the California Public Utilities Commission (CPUC) approved Proposed Tree Trimming Rules submitted by Administrative Law Judge Malcolm. This decision now requires a minimum of 18 inches clearance between foliage and 12kV utility lines at all times. The CPUC has given the utility companies two years to comply with the new rule, and all foliage shall be maintained at a minimum of 18-inch clearance there after.

The 1997-1998 fiscal year is the first year of utilizing three tree-trimming crews. In prior years, two tree-trimming crews were utilized year-round, consisting of one three-person crew and one two-person crew. Funding was approved for a second three-person crew for the 1997-1998 fiscal year. On November 3, 1997, a new tree-trimming contractor commenced work, which included the second three-person crew for a total of three crews, two three-person crews and one two-person crew.

An all out effort commenced to trim or remove all trees in contact with 12kV utility lines. This project has not been completed. Tree foliage and/or branches are still in contact with 12kV lines. With the above normal rainfall during the 1997/98-winter season, an above normal growth rate of trees occurred. To conform to the new rules, the line clearance effort of three tree-trimming crews must be maintained. Funding was not approved for the second three-person crew for the 1998-99 fiscal year.

The contract and contract price shall be in effect through fiscal year 1998-1999, i.e. through June 30, 1999. This agreement may be renewed at City's option on a year-to-year basis for a maximum of three (3) additional years. Prices shall be mutually agreed upon prior to such renewal or extensions. The maximum escalation/de-escalation in contract price beginning with and in effect through a fiscal year period shall be the percentage increase/decrease in salary obtained by the electric unit represented by IBEW in the preceding fiscal year.

ALTERNATIVES

Continue to trim trees with one three-person crew and one two-person crew. Two tree-trimming crews will not keep up with the tree trimming required to comply with the 18" rule.

COST SUMMARY

Additional Costs	1999-2000	2000-2001
Staffing		
Utilities		
Supplies, Materials, Services	130,770	134,700
Minor Equipment		
Savings		
Total	\$ 130,770	\$ 134,700

IMPLEMENTATION

Upon approval, implement during 1999/2000 fiscal year.

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Electric Construction and Maintenance

REQUEST TITLE: Groundman/Groundwoman (1), Line Truck Driver/Equipment Operator (1)

REQUEST SUMMARY

Hire one (1) Groundman/Groundwoman and one (1) Line Truck Driver/Equipment Operator.

PRIMARY OBJECTIVE

To increase the Line Division's staffing level by one (1) Groundman/Groundwoman and one (1) Line Truck Driver/Equipment Operator in response to increasing maintenance of an aging electric system and the demands of the constantly changing and expanding City. Also, to implement G.O. 165 inspection intervals.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

On October 22, 1998, and by decision 98-10-059, the California Public Utilities Commission denied rehearing of D-98-03-036 as sought by the California Municipal Utilities Association, respecting the jurisdiction of the Commission to impose prescriptive distribution system inspection and maintenance practices (General Order 165) on publicly-owned distribution utilities. G.O. 165 specifies inspection intervals of overhead and underground electric systems that each electric utility shall implement (see attached sheet for intervals). Implementing and maintaining G.O. 165 inspection intervals will require additional personnel. A full-time two-person crew will be needed to implement and accomplish this task.

A two-person crew will consist of a Lineman/Linewoman and Groundman/Groundwoman. The cost savings will be the percentage between the wages of a Lineman/Linewoman and Groundman/Groundwoman.



Line Truck Driver/Equipment Operator will be utilized for driving a line truck and operating equipment i.e.; crane, backhoe and compressor, etc. where a Lineman/Linewoman is now utilized. The cost saving will be the percentage between the wages of a Lineman/Linewoman and Truck Driver/Equipment Operator. Both positions will be ongoing.

Due to the aging of the electric system, it is necessary to add personnel in the Electric Construction/Maintenance Division of the Electrical Utility Department. The reliability and safety of the electric system is seriously threatened. The underground system requires extensive replacement and rebuilding. Pole replacement is invariable, and replacement of butt rotted poles is a critical safety issue. A high percentage of our overhead primary and secondary conductors need replacing. With this comes extensive rebuilding of the pole apparatus. The Electric Utility needs to inspect, engineer, and implement the replacement and rebuilding necessary to ensure that customer service remains reliable, and that the safety of the citizens of Lodi and the crew is not jeopardized. With the condition of the aging equipment, the electric system reliability is seriously threatened. In the upcoming competitive market, it is essential that we maintain and build on a reputation of quality and reliability.

ALTERNATIVES

Continue to operate with existing personnel, and let the system continue to degenerate, and not implement G.O. 165 inspections which are mandated by the Public Utilities Commission.

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

COST SUMMARY

Additional Costs	1999-2000	2000-2001
Staffing	\$ 99,540	\$ 102,610
Utilities		
Supplies, Materials, Services	2,000	
Minor Equipment		
Savings		
Total	\$ 101,540	\$ 102,610

IMPLEMENTATION

Upon approval, following City policy for hiring, these positions will be filled during the 1999/2000 fiscal year.

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Construction and Maintenance

REQUEST TITLE: Contract Personnel, Material and Equipment

REQUEST SUMMARY

To hire contract personnel, buy additional material and tools and rent equipment.

PRIMARY OBJECTIVE

To maintain adequate personnel, buy materials and tools and rent equipment that is necessary to provide continuity of reliable service to the electric customers of the City of Lodi.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

The Electric Utility Construction/Maintenance Division is requesting funds to employ Contract Linemen/Linewomen and Contract Groundmen/Groundwomen. Contract personnel are used to augment the Linecrews during times when there is an excessive work load. The extra personnel will enable the linecrews to keep abreast with services to new commercial customers, installing sub-structures and electric systems for new sub-divisions, providing services to new residential customers and maintaining overhead and underground electric systems.

On October 22, 1998, and by decision 98-10-059, the California Public Utilities Commission denied rehearing of D-98-03-036 as sought by the California Municipal Utilities Association, respecting the jurisdiction of the Commission to impose prescriptive distribution system inspection and maintenance practices (General Order 165) on publicly-owned distribution utilities. G.O. 165 specifies inspection intervals of overhead and underground electric systems that each electric utility shall implement (see attached sheet for intervals). Implementing and maintaining G.O. 165 inspection intervals will require additional personnel. A full-time two-person crew will be needed to implement and accomplish this task.

The following list is the major projects planned for construction during the 1999/2001 fiscal years.

- Construction of a new 12kV overhead and underground circuit from Industrial Substation to Century Boulevard and South Stockton Street.
- Rebuilding the downtown underground electric system.
- Construction of a new 12kV underground circuit from McLane Substation to Lower Sacramento Road.
- Replacement of wood poles that do not pass inspection.
- Replacement of faulty underground equipment found during inspection of the underground electric system.

The use of contract personnel will be a savings to the City of Lodi Electric Utility during the time when there is no excessive work load. The contract personnel will be laid off.

ALTERNATIVES

Not hiring the contract personnel will result in degradation of service to new electric customers.

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

COST SUMMARY

Additional Costs	Account No.	1999-2000	2000-2001
Staffing	160650	\$ 121,281	\$ 121,281
	160651	80,854	80,854
Supplies, Materials, Services	160650 7300	40,000	40,000
	160650 7700	30,000	30,000
	160651 7300	15,000	15,000
	160651 7700	45,000	45,000
Equipment Rental	160650	30,000	30,000
	160651	15,000	15,000
Total		\$ 377,135	\$ 377,135

IMPLEMENTATION

Upon approval, implement during 1999/2000 and 2000/2001 fiscal years.

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Electric Construction and Maintenance

REQUEST TITLE: Groundperson/Apprentice Lineman/Linewoman

REQUEST SUMMARY

Establish the position of Groundperson/Apprentice Lineman/Linewoman

PRIMARY OBJECTIVE

To provide the Electric Utility Department with an entry level position for Linemen/Linewomen.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

At this time and over the past few years, there has been a shortage of journey-level linemen/linewomen in the State of California and surrounding areas. Local Union 1245 I.B.E.W. (International Brotherhood of Electrical Workers) has been inadequate in providing the City of Lodi Electric Utility Department with qualified journey-level linemen/linewomen.

The implementation of an apprenticeship program will help to alleviate this problem. Providing on-the-job skills and training into a technical career will attract employees from other City Departments and the citizens of Lodi.

The program will provide five years of training and study to reach journey-level lineman/linewoman status. The successful applicant will work as a groundman/woman for a minimum of twelve months, evaluated monthly. If successful, the applicant will start a four-year apprenticeship program of intense study and hands-on training.

The Memorandum of Understanding between the City of Lodi and Local 1245, International Brotherhood of Electrical Workers, from February 9, 1998 to December 31, 2002, Article III, Section 4-6 states the City of Lodi intends to establish an apprenticeship program during the term of this MOU.

ALTERNATIVES

Continue hiring journey-level linemen/linewomen from the limited sources available with no entry-level position in the Electric Utility Department disregarding the Memorandum of Understanding between the City of Lodi and Local #1245 I.B.E.W. (not recommended).

COST SUMMARY

Staffing			\$	36,680
Overhead				11,060
Supplies, Materials, Services				2,000
Minor Equipment				
Training				6,000
Total	\$	-	\$	55,740

IMPLEMENTATION

Upon approval, following City policy for hiring, this position will be filled during the 2000/2001 fiscal year.

1999-2001 Financial Plan and Budget
SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Electric Substations & Systems
REQUEST TITLE: Contract for Professional Services

REQUEST SUMMARY

Contract For Maintenance Of transformers and Equipment

PRIMARY OBJECTIVE

To Contract for a backlog of transformer maintenance.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

Transformer maintenance has not been performed on a regular bases do to work load, injury or sick leave taken by technical staff and construction work at the Industrial Substation. Maintenance such as filtering tap changer oil, inspection of contacts, cleaning of high voltage bushings and installing parts to replace worn parts found in previous inspections has not been done. It will be necessary to contract out some maintenance items to catch up on the backlog of work.

ALTERNATIVES

Delay maintenance.

COST SUMMARY

Additional Costs	1999-2000	2000-2001
Staffing		
Utilities		
Supplies, Materials, Services		
SUB CONTRACT	10,000	10,000
Minor Equipment		
Total	\$ 10,000	\$ 10,000

IMPLEMENTATION

Advertise and Award Bid Budget years 1999-2000 & 2000-2001

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Electric Substations and Systems

REQUEST TITLE: Contract for Professional Services (Painting)

REQUEST SUMMARY

Contract for Substation Equipment Painting

PRIMARY OBJECTIVE

Prevent further degradation of exterior surfaces of substation equipment.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

The exterior surfaces of the power substation transformers and power circuit breakers are in need of painting.

Damage to the exterior surfaces of the power circuit breakers and transformers have caused rust to form. This rust will in time cause the transformer cooling radiators and tap changers to leak oil. Due to the expertise needed in applying the commercial coatings needed for this type of equipment, contracting for this service is necessary.

ALTERNATIVES

Delay painting to a later budget cycle.(Not Recommended.)

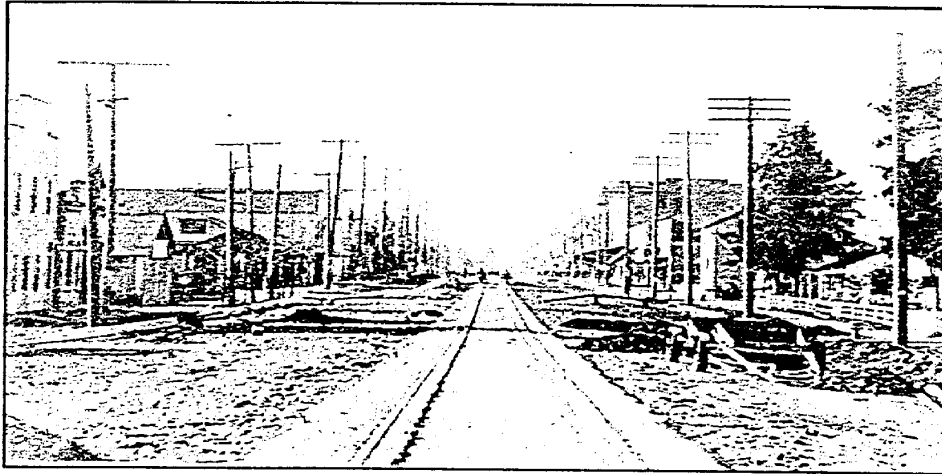
COST SUMMARY

Additional Costs	1999-2000	2000-2001
Staffing		
Utilities		
Supplies, Materials, Services		
Sub Contract	20,000	20,000
Savings		
Total	\$ 20,000	\$ 20,000

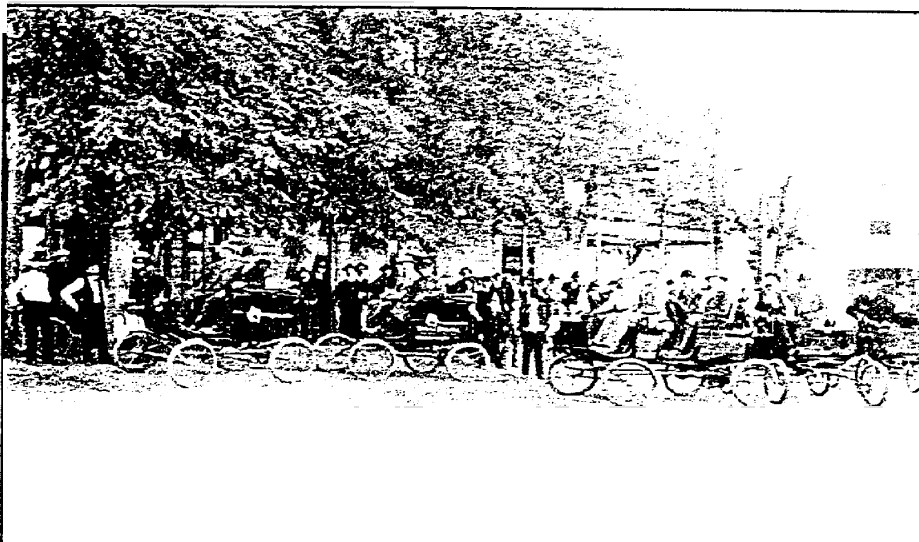
IMPLEMENTATION

Bid and contract each budget year 1999-2000 and 2000-2001

TRANSPORTATION



Interurban Electric Line (trolley tracks) – Sacramento Street



Sacramento & Pine about 1894 – in front of Lodi Hotel

1999-2001 Financial Plan and Budget
SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Public Works / Street Division
REQUEST TITLE: Downtown Clean-up

REQUEST SUMMARY

Add a Downtown Cleanup Laborer to City staff and the necessary equipment. With increasing emphasis on Downtown Revitalization, the overall appearance of Downtown alleys and tree wells and the unique designs requiring extensive hand cleaning, the level of effort required for effective overall maintenance warrants someone being assigned on a full-time basis.

PRIMARY OBJECTIVE

1. Assist in keeping the Downtown area aesthetically pleasing.
2. Enhance property value and reduce crime via constant maintenance.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

Prior to FY 1993-94 budget reductions in the Street Division, Public Works had a Maintenance Worker and truck assigned to the Downtown area. This person reported Downtown daily for the purpose of keeping the area clean. Last year a temporary laborer was funded for one year (\$29,855). Having this position emptying our Downtown trash containers has resulted in a \$13,000 annual reduction in refuse charges to the City. This new Laborer position's primary responsibility will be the overall appearance of the Downtown area. This would include such items as cleaning the sidewalk areas, emptying the Downtown trash containers, trimming tree wells, quarterly planting of flowers in City planters, repairing street furniture such as benches, and monitoring the alleys and parking lots for trash, debris and weeds. This position may also be assigned cleanup of the future parking structure and exterior area of the Multimodal Station.

A sidewalk sweeper will be requested on a separate Capital Improvement Project request to enhance the efficiency of the cleanup operation. A pickup truck scheduled for replacement will be utilized as secondary usage in this program.

ALTERNATIVES

1. Attempt to meet Downtown needs by means of contract services.
2. Have the property owners be responsible for keeping store fronts and alleys clean.
3. Use service groups and volunteers to periodically do cleanups.

COST SUMMARY		1999-2000	2000-01
Additional Costs			
Staffing		\$32,475	35,220
Supplies, Materials, Services			
Minor Equipment			
Total			
Savings	Eliminate Part-Time Funding	<29,855>	<29,855>
Net Cost		\$2,620	\$5,365

IMPLEMENTATION

If this request is approved, the recommendation would include transitioning the incumbent to regular employee status. This position would be a separate classification and not be part of the Street Division rotation.

1999-2001 Financial Plan and Budget
SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Public Works
REQUEST TITLE: Clean-Up Truck Laborer

REQUEST SUMMARY

This request to add a laborer to "City Staff" is to reintroduce the clean-up truck operation. This service was eliminated during the 1993 budget/service reductions.

PRIMARY OBJECTIVE

The primary objective of this program is to assist the street sweeper in cleaning assigned sweeper routes. This position would clean areas the sweeper can not reach such as certain returns, catch basins, and handicap ramps that are collecting dirt and debris. In addition, this position would:

- Spray and trim weeds in the City right-of-way
- Clear low tree limbs from obstructing regulatory, warning and informational signs
- Clear low limbs over sidewalks and along bus routes
- Pick up piles in advance of the sweeper
- Remove all advertisements and posters in the public right-of-way
- Report hazards, damaged signs, and chuck holes
- Clean and clear alleys of weeds, debris, and low limbs
- Maintain and clean tree wells City wide.
- Support San Joaquin County Sheriff's Crew in cleanup programs with heavy equipment.

No new vehicle would need to be purchased for this program. The vehicle to be used in this operation is currently in the fleet.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

Existing staff has attempted to assist the street sweeper and meet this need. These efforts have not been consistently sustained due to workload demands. The implementation of the Downtown Cleanup Laborer and the Tree Operation Supervisor have helped. However, these positions have many responsibilities and are not able to consistently maintain these areas of concern.

ALTERNATIVES

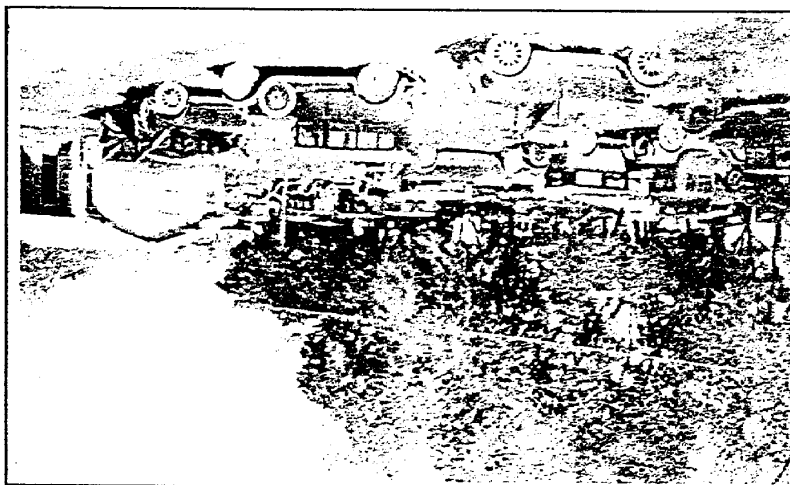
- Continue with present practices – get to these areas of concern when possible.
- Attempt to use volunteers. Past experience has demonstrated that without constant involvement from the City, these efforts lose enthusiasm and are not consistently applied.

COST SUMMARY	1999-2000	2000-01
Additional Costs		
Staffing	32,475	35,220
Supplies, Materials, Services		
Minor Equipment		
Total	32,475	35,220
Savings		
Net Cost	32,475	35,220

LEISURE, CULTURAL & SOCIAL SERVICES



April 1909 – setting of cornerstone of new Carnegie library



Lodi Lake – formally known as Smith's Lake

1999-2001 Financial Plan and Budget

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Parks Administration

REQUEST TITLE: Connect Parks Division Computers to Server in Recreation Office

REQUEST SUMMARY

Purchase supplies needed to connect Parks Division staff computer workstations to the Recreation Division server. Contract installation of cable and connection. Allocate funds into the Wide Area Network capital account.

PRIMARY OBJECTIVE

To connect the Parks Division computers to the server in the Recreation office, which will allow staff access to the city's wide area network.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

The Recreation Division server will be connected to the city's wide area network. Parks Division staff are housed in a modular building in the corporation yard and the mechanic in a building adjacent to the Recreation office. In order for the Parks Division staff to have access to the city's wide area network, they will need to be connected to the server in the Recreation office.

ALTERNATIVES

1. Purchase and connect a stand-alone computer to the server for use by Parks Division staff and do not connect the Parks Division to the wide area network.

COST SUMMARY	1999-2000	2000-01
Additional Costs		
Staffing		
Supplies, Materials, Services	\$8,000	
Minor Equipment		
Total	\$8,000	
Savings		
Net Cost	\$8,000	

IMPLEMENTATION

Project will be scheduled once funded.

1999-2001 Financial Plan and Budget

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Parks and Recreation Administration

REQUEST TITLE: Administrative Assistant

REQUEST SUMMARY

To hire an Administrative Assistant for the Parks and Recreation Department.

PRIMARY OBJECTIVE

To administer administrative operations of the Parks and Recreation Department to include the areas of office policies and procedures; personnel; budget; information systems; contracts; programs; reports; grants; surveys and studies.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

With the elimination of the Recreation Superintendent position in 1993, the administrative needs and duties of the department were dispersed to the Recreation Supervisors and Department Secretary. As the city and department has grown, so have the administrative needs of the department. This position is needed to pull those administrative duties together to provide a better organized department and allow effected staff members to give a better performance on the jobs they were hired to do.

ALTERNATIVES

1. Reinststate the Parks Superintendent position. This alternative would cost approximately \$64,500.
2. Do nothing.

COST SUMMARY	1999-2000	2000-01
Additional Costs		
Staffing		\$54,000
Supplies, Materials, Services		
Minor Equipment		
Total		\$54,000
Savings		
Net Cost		\$54,000

IMPLEMENTATION

This request is for the 2000-01 fiscal year. Recruitment would commence after July 1, 2000.

1999-2001 Financial Plan and Budget
SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Parks and Recreation Administration

REQUEST TITLE: Program Coordinator (Full-Time)

REQUEST SUMMARY

Hire one full-time program coordinator for the Recreation Division.

PRIMARY OBJECTIVE

To assist four Recreation Supervisor in various programming areas in providing quality recreational activities for the citizens of Lodi.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

The four Recreation Supervisors in the Recreation Division oversee and manager over 40 programs in addition to facility rentals, special events and miscellaneous assignments. Because our community is a working community, many programs are scheduled during evening hours and weekends to allow for optimum participation. The Recreation Supervisors consistently work evening and weekend hours in addition to their regular workdays to ensure quality programming. This position would be used to in the areas of special events, sport camps, officials and scorekeepers coordination, and as support to the Recreation Supervisors in their day-to-day programming.

ALTERNATIVES

1. Hire a part-time Program Coordinator for 1,500 hours per year. This would cost approximately \$18,270
2. Do nothing.

COST SUMMARY	1999-2000	2000-01
Additional Costs		
Staffing	\$41,165	
Supplies, Materials, Services		
Minor Equipment		
Total	\$41,165	
Savings		
Net Cost	\$41,165	

IMPLEMENTATION

Recruitment to begin once funded.

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Recreation Administration

REQUEST TITLE: Purchase Office Chairs

REQUEST SUMMARY

Purchase eight matching chairs for conference room; purchase desk chair for director and two supervisors.

PRIMARY OBJECTIVE

To replace worn, mismatched conference room chairs and to provide staff with appropriate desk chairs.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

The chairs in the conference room are worn, old, and uncomfortable due to being too low for conference table. Three desk chairs are needed to replace worn and old chairs for director and two supervisors.

ALTERNATIVES

1. Purchase eight matching chairs first year; three desk chairs second year.

COST SUMMARY	1999-2000	2000-01
Additional Costs		
Staffing		
Supplies, Materials, Services		
Minor Equipment	\$4,400	
Total	\$4,400	
Savings		
Net Cost	\$4,400	

IMPLEMENTATION

If funded, chairs will be purchased during the fiscal year.

1999-2001 Financial Plan and Budget
SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Recreation Administration

REQUEST TITLE: Upgrade Activity Brochure

REQUEST SUMMARY

Produce and distribute 8 1/2 x 10 1/2 quarterly brochure (approx. 24 pages). Target mail brochures to people whom have taken a course in the last 18 months (approx. 10,000) and street distribution (approx. 2,500).

PRIMARY OBJECTIVE

Improve the quality and increase the effectiveness of the quarterly activity guide. Part of the effectiveness of a brochure is based on the format you use. The most common formats for brochures are magazine size.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

- Improve the quality and increase the effectiveness of the quarterly activity guide.
- Use our in-house mailing list; it draws a greater percentage of enrollments than any other marketing effort.

ALTERNATIVES

1. Continue to distribute the current activity guide: 11 1/2 x 14, 20,000 copies, newspaper print, 12 pages, colored front, and insert into the Lodi News Sentinel.

COST SUMMARY	1999-2000	2000-01
Additional Costs		
Staffing		
Supplies, Materials, Services	\$17,705	\$17,705
Minor Equipment		
Total	\$17,705	\$17,705
Savings		
Current budget allocation	\$7,800	\$7,800
Net Cost	\$9,905	\$9,905

IMPLEMENTATION

If approved, we would create and distribute a magazine size quarterly brochure.

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Parks and Recreation Administration

REQUEST TITLE: Part-time CAD Operator

REQUEST SUMMARY

Hire part-time CAD operator to assist in preparation of construction drawings for park improvement projects. By doing in-house design, we are able to save upwards of \$70,000 per year in consulting fees, which allows us to put these savings back into projects

PRIMARY OBJECTIVE

To save consultant fees by accomplishing in-house design of our park projects. To efficiently and economically accomplish the in-house design of our projects for a complete package of construction drawings and specifications.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

Our department has successfully proven that we can save outside consulting fees by doing construction drawings and specifications in-house. This position provides the necessary staffing to accomplish our objectives efficiently.

ALTERNATIVES

1. Use outside consulting services. This alternative would leave fewer funds available for construction.
2. No CAD Operator. This alternative would cause us to turn this task over to Public Works staff, which in turn would greatly delay projects.

COST SUMMARY	1999-2000	2000-2001
Additional Costs		
Staffing	\$10,495	\$6,640
Supplies, Materials, Services		
Minor Equipment		
Total	\$10,495	\$6,640
Savings		
Net Cost	\$10,495	\$6,640

IMPLEMENTATIONS

If approved, additional staff to be hired July 1999.

1999-2001 Financial Plan and Budget
SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Aquatics

REQUEST TITLE: Pool Slide

REQUEST SUMMARY

Purchase "Marlin" Safety Tube Slide for Blakely Park pool

PRIMARY OBJECTIVE

Add aquatic attraction to Blakely Park pool that is portable and appropriate for pool dimensions. This in turn will increase revenue.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

Attendance at Blakely pool is consistently diminishing and this would help to make it more attractive to the general public.

ALTERNATIVES



Continue to run the aquatic facility without the slide feature.
Select other ways to improve the facility and increase revenue.
Purchase another less expensive water feature.

COST SUMMARY	1999-2000	2000-01
Additional Costs		
Staffing		
Supplies, Materials, Services		
Minor Equipment	\$5,500	
Total	\$5,500	
Savings		
Net Cost	\$5,500	

IMPLEMENTATION

Bids will be solicited as soon as this item is budgeted.

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Aquatics

REQUEST TITLE: Inflatable Aquatic Play Equipment

REQUEST SUMMARY

Purchase a Boing Giant Inflatable water feature.

PRIMARY OBJECTIVE

Add aquatic attraction to Blakely pool that is portable and appropriate for pool dimensions. This in turn will hopefully increase revenue.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

With aquatic participation consistently dropping and in an effort to stay competitive with private sector pools and water parks. We hope to increase attendance at Blakely pool by making it more attractive to the general public through these features.

ALTERNATIVES



Continue to run the aquatic facility without the inflatable.
Select other ways to increase attendance.
Purchase another less expensive water feature.

COST SUMMARY	1999-2000	2000-01
Additional Costs		
Staffing		
Supplies, Materials, Services		
Minor Equipment		\$3,500
Total		\$3,500
Savings		
Net Cost		\$3,500

IMPLEMENTATION

Bids will be solicited as soon as the item is budgeted

1999-2001 Financial Plan and Budget

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Youth Sports

REQUEST TITLE: Increase in Part-Time Salaries/Transfer of Late Nite Basketball Program

REQUEST SUMMARY

Increase part-time allocation and transfer the late night basketball program expenditure from Miscellaneous Indoor/Outdoor to Youth Sports.

PRIMARY OBJECTIVE

- To allocate appropriate funds needed for Youth/Teen Sports part-time staffing needs. To identify the Late Nite Basketball program as a teen sport activity.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

In July 1998, part-time salaries increased. Beginning in July 1999, the rental of the Grape Festival Pavilion goes up \$2,000 and another \$2,000 in July 2000. Increased participation in the Junior Basketball program from 900 in 1997 to 1200+ in 1998 and 1999 required additional officials, pictures, and shirt expenses as well as increased revenue.

ALTERNATIVES

- Set limits on Youth Sports registrations to decrease expense of officials, pictures, shirts.
- Do not provide officials, pictures, or shirts in some or all programs or age divisions.

COST SUMMARY	1999-2000	2000-01
Additional Costs		
• Staffing	\$17,720	\$17,720
• Supplies, Materials, Services	\$16,400	\$16,400
• Minor Equipment		
• Total	34,120	34,120
Savings		
• Additional Revenue	\$7,000	\$7,000
• Transfer from Misc. In/Outdoor (Late Nite)	\$6,510	\$6,510
• Transfer from Rec. Admin (Annex Rental)	\$6,155	\$6,155
• Net Cost	\$14,455	\$14,455

IMPLEMENTATION

Changes to take effect July 1, 1999 if approved.

1999-2001 Financial Plan and Budget
SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Youth/Teen Sports
REQUEST TITLE: Portable Scoreboards

REQUEST SUMMARY

Purchase portable electronic scoreboards

PRIMARY OBJECTIVE


Purchase two electronic portable scoreboards for youth basketball and football.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

The youth basketball program continues to grow at an ever increasing rate. The facilities that we use do not have sufficient scoring equipment to accommodate our needs. In addition to basketball, the scoreboards would be used in flag football and thus enhance that program as well.

ALTERNATIVES

1. Purchase less expensive portable electronic scoreboards
2. Secure a local sponsor for the equipment.
3. Continue to offer the program without the equipment



COST SUMMARY	1999-2000	2000-01
Additional Costs		
Staffing		
Supplies, Materials, Services		
Minor Equipment	\$4,000	
Total	\$4,000	
Savings		
Net Cost	\$4,000	

IMPLEMENTATION

Bids will be solicited when the item is budgeted.

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Sports Facilities Maintenance

REQUEST TITLE: Fence Material for Vinewood Ball Diamond

REQUEST SUMMARY

This needed repair has been deferred several years because of budget constraints.

PRIMARY OBJECTIVE

To replace ball diamond backstop fencing that has surpassed its usefulness and safety requirements.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

This diamond is heavily used by organized recreation programs. Replacement is overdue due to surpassing its useful life. Its functional and safety characteristics have diminished to the point of concern. This item was budgeted for in the 1997-99 Budget. It was deleted when there were budget cuts.



ALTERNATIVES

Continue using this facility that is substandard knowing it is a potential safety hazard.

COST SUMMARY	1999-2000	2000-2001
Additional Costs		
Staffing		
Supplies, Materials, Services		
Minor Equipment	\$4,900	
Total	\$4,900	
Savings		
Net Cost	\$4,900	

IMPLEMENTATION

Bids have been received for this improvement and are ready to be processed if this item is budgeted.

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Sports Facilities Maintenance
 REQUEST TITLE: Additional Part-Time Hours

REQUEST SUMMARY

Two (2) additional part-time weekday laborers (1500 hours each) and 600 hours of additional part-time weekend labor. The weekday employees are needed to maintain Armory and Stadium softball diamonds and to assist a Maintenance Worker III. The weekend hours are needed to support weekend tournaments and games. Weekend laborers also ensure clean picnic facilities for rented facilities as well as heavily used parks.

PRIMARY OBJECTIVEWeekday labor

Currently a Maintenance Worker III is assigned to a park for six to seven months. A new employee would free up Maintenance Worker III to do much needed work that has been deferred from previous years (maintain fences, bleachers, pesticide application, building maintenance, etc). The second employee would assist the Maintenance Worker III with above maintenance. Both would assist with diamond renovation.

Weekend labor

To keep up with the demand for growing recreation programs and tournaments. To decrease overtime by 10%. To provide clean picnic areas at reserved picnic sites.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

The need to keep facilities safe, playable, clean and to increase maintenance standards. Increased levels of tournaments require the staff to maintain the fields.

ALTERNATIVES

1. Continue with present staffing level and defer maintenance.
2. Decline tournaments and decrease weekend field use.

COST SUMMARY	1999-2000	2000-2001
Additional Costs		
Staffing	\$27,135	\$28,480
Supplies, Materials, Services		
Minor Equipment		
Total	\$27,135	\$28,135
Savings	\$ 1,100	\$ 1,100
Net Cost	\$26,035	\$27,380

IMPLEMENTATION

If approved, additional staff to be hired July 1999.

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Parks Operations Coordinator

REQUEST TITLE: Funding for Special Event and Programs

REQUEST SUMMARY

To fund the costs of the following events/programs: (1) Fishing Derby; (2) Camp Lodi; (3) Earth Day; (4) Christmas in the Park; (5) Salmon Festival.

PRIMARY OBJECTIVE

To market Lodi Lake as a prime destination for tourism and as a valuable natural resource for the City.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

Lodi Lake is a primary destination for tourism, schools, outdoor programs and boating and nature enthusiasts. As the Lake heads toward year around water, the capabilities for more events and opportunities should grow to accommodate this change.

Through community contributions, sponsor fees and small, if any, user activity fees, these programs will be self-supporting. User fees typically will be charged for specialty items such as t-shirts, boat or bus tours (Salmon Festival), carriage rides (Christmas in the Park), etc. Some activities will be 100% recovered through sponsor fees, i.e. Fishing Derby.

ALTERNATIVES

No events. This alternative would eliminate programs that have proven to be very successful and self supporting.

COST SUMMARY	1999-2000	2000-2001
Additional Costs		
Staffing		
Supplies, Materials, Services	\$9,100	\$11,000
Minor Equipment		
Total	\$9,100	\$11,000
Savings (revenue as stated above)	\$9,100	\$11,000
Net Cost	-0-	-0-

IMPLEMENTATION

If approved, effective July 1999.

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Lodi Lake Park

REQUEST TITLE: Part time Irrigation Installer

REQUEST SUMMARY

One 1500 hour additional part time laborer to help install irrigation and Maxicom water system on the south section of the park. Also install irrigation on beach area.

PRIMARY OBJECTIVE

To assist in the installation of automatic and Maxicom irrigation system in the beach and south sections of the park. Would also be available to install Maxicom clocks in other parks.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

A major objective to upgrade the deficiencies at Lodi Lake is to install automated irrigation in the park. In order to accomplish this maintenance saving objective is to do the work with park crews through out the year.



ALTERNATIVES

1. Continue to experience excessive maintenance hours to irrigate the park by hand.
2. Contract out this work at a much higher cost.

COST SUMMARY	1999-2000	2000-2001
Additional Costs		
Staffing	\$11,405	\$11,975
Supplies, Materials, Services		
Minor Equipment		
Total	\$11,405	\$11,975
Savings		
Net Cost	\$11,405	\$11,975

IMPLEMENTATIONS

If approved, additional staff to be hired July 1999.

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Parks Maintenance

REQUEST TITLE: Full Time Labor for Peterson, Glaves and Katzakian Parks

REQUEST SUMMARY

Hire one full time employee for maintenance of Peterson Park, Henry Glaves Park and Katzakian Park. With the completion of Peterson Park and the addition of Katzakian Park, this will place significant impact on our ability to maintain these parks.

PRIMARY OBJECTIVE

To maintain Peterson Park (addition of 16 acres for 22 total acres) and Katzakian Park which is currently under construction. Impact is significant to bring these parks on line, not only with the facilities, but also the mowing and edging.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

We currently do not have additional hours specifically budgeted for Peterson Park. We are using our soccer, softball and baseball practice facilities at Peterson Park. We are asking for a full time person to allow for maintenance. Additionally, Henry Glaves Park and Katzakian Park (when completed) are in close proximity to Peterson Park and needs attention especially in the area of bathroom maintenance, edging, trimming and playground maintenance.

**ALTERNATIVES**

Not do the maintenance.

COST SUMMARY	1999-2000	2000-2001
Additional Costs		
Staffing		\$31,390
Supplies, Materials, Services		
Minor Equipment		
Total		\$31,390
Savings		
Net Cost		\$31,390

IMPLEMENTATIONS

If approved, additional staff to be hired July 2000.

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Parks Maintenance

REQUEST TITLE: Part-Time Laborer for Peterson, Graves and Katzakian Parks

REQUEST SUMMARY

Hire one part-time employee 1500 hours for maintenance of Peterson Park, Henry Graves Park and Katzakian Park. With the completion of Peterson Park and the addition of Katzakian Park (under construction), this will place significant impact on our ability to maintain these parks.

PRIMARY OBJECTIVE

To maintain Peterson Park with the addition of 16 acres and Katzakian Park which is currently under construction. Impact is significant to bring these parks on line, not only with the facilities, but also the mowing and edging.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

We currently do not have additional hours specifically budgeted for Peterson Park. We are using our soccer facilities and softball and baseball practice activities for Peterson Park, we are asking for 1500 hours of part-time hours to allow for minimal maintenance. Additionally, Henry Graves Park and Katzakian Park (when completed) are in close proximity to Peterson Park and needs attention especially in the area of bathroom maintenance, edging, trimming and playground maintenance.

ALTERNATIVES

Not do the maintenance.

COST SUMMARY	1999-2000	2000-01
Additional Costs		
Staffing	\$13,415	\$13,730
Supplies, Materials, Services		
Minor Equipment		
Total	\$13,415	\$13,730
Savings		
Net Cost	\$13,415	\$13,730

IMPLEMENTATIONS

If approved, additional staff to be hired July 1999.

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Parks Maintenance

REQUEST TITLE: Increase Part-time Hours

REQUEST SUMMARY

Request to increase current level of part-time laborers from 1500 hours to 1552 hours (1999/2000) and 1552 hours (2000/01).

PRIMARY OBJECTIVE

Add additional hours to existing part-time staff due to increased demand and to address maintenance needs in the parks system.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

The Parks and Recreation Department has identified that proper maintenance levels is the number one priority in department staff needs. This request allows for rearrangement of staff to be more efficient and productive and to use our staff resources in the best possible manner.

ALTERNATIVES

1. Keep maintenance at current levels and continue to defer general maintenance.
2. Continue to defer repairs to irrigation until funding is available.

COST SUMMARY	1999-2000	2000-2001
Additional Costs		
Staffing	\$13,051	\$13,730
Supplies, Materials, Services		
Minor Equipment		
Total	\$13,051	\$13,730
Savings		
Net Cost	\$13,050	\$13,730

IMPLEMENTATIONS

If approved, increased hours to take effect July 1999.

1999-2001 Financial Plan and Budget
SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Equipment Maintenance
REQUEST TITLE: Part Time Assistance

REQUEST SUMMARY

Hire part time assistance for department mechanic (340 hours).

PRIMARY OBJECTIVE

- : To help mechanic at end of day with servicing of equipment.
- To more efficiently maintain workload of playgrounds and help mechanic when another person is needed.
- To facilitate an assistant at lower wage for duties not requiring a mechanic, i.e. parts pickup, oil and lube, and playground equipment safety checks.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

- To meet a growing need to keep our playgrounds safe.
- To meet the need of having the equipment ready to use first thing in the morning.



ALTERNATIVES

1. Continue to overload mechanic and not fulfilling needs.
2. Continue using skilled mechanic to perform unskilled duties.

COST SUMMARY	1999-2000	2000-2001
Additional Costs		
Staffing	\$3,650	\$3,850
Supplies, Materials, Services		
Minor Equipment		
Total	\$3,650	\$3,850
Savings		
Net Cost	\$3,650	\$3,850

IMPLEMENTATIONS

If approved, staff to be hired July 1999.

1999-2001 Financial Plan and Budget

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: After School Playgrounds

REQUEST TITLE: Increase Part-Time Expenditures

REQUEST SUMMARY

Five (5) Recreation Leader positions to Recreation Specialist.

PRIMARY OBJECTIVE


To provide a quality After School Program by hiring qualified staff requiring early childhood education units and experience.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

Traditionally, the After School Program has used a relatively inexperienced work force in the program. Staff has found it difficult to find qualified and experienced employees at the recreation leader pay rate. This, in turn, has lead to high staff turnover. As parent and child requests increase (programmed activities, homework assistance, behavior intervention, etc.) and attendance increases, it is important that working staff have the skills and knowledge to handle the day-in and day-out demands of providing a quality program. By hiring Recreation Specialists, with a minimum of 12 early childhood education units and at least 6 months experience in conjunction with recreation leaders as supporting staff, we will operate a quality program. Key staff members will have the education background and knowledge of working with children.

In 1998, waiting lists were eliminated at Reese and Vinewood schools, allowing all children to participate. This has increased the attendance at these sites and the staff level has gone from two to three at both these sites. This increase requires staff to be able to handle large numbers of children as well as maintain control.

ALTERNATIVES

- 
- 1) Increase participation fees to cover additional expenses.
 - 2) Absorb the difference in revenue/cost in the department's 30% recovery goal.
 - 3) Continue to hire inexperienced and unqualified staff.

COST SUMMARY	1999-2000	2000-01
Additional Costs		
Staffing	\$ 15,160	\$15,160
Supplies, Materials, Services		
Minor Equipment		
Total	\$15,160	\$15,160
Savings		
Excess revenue	\$6,450	\$6,450
Net Cost	\$8,710	\$8,710

IMPLEMENTATION

Recruitment will occur as soon as funding is available.

1999-2001 Financial Plan and Budget
SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: After School Playgrounds
REQUEST TITLE: Before School Programs

REQUEST SUMMARY

Hire five (5) Recreation Specialists to operate before-school programs at 5 elementary school sites from 6:45 a.m. to 8:00 a.m., 49 weeks per year. Include breakfast for all participants. Charge \$31.50 per month tuition fee to all participants to recover 100% of program operating costs.

PRIMARY OBJECTIVE

- Provide a safe place, with something to eat, for the children of our community before school begins. To recover 100% of operating costs from fees charged.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

Parent and school principal request. A minimum of 20 participants must be enrolled at a site for the program to operate.

ALTERNATIVES

1. Provide no breakfast during the program and charge parents only \$20 per month, per child.
2. Subsidize the program the cost of breakfast (\$14,700 per year) and charge parents \$20 per month, per child.

COST SUMMARY	1999-2000	2000-01
Additional Costs		
Staffing	\$22,565	\$22,565
Supplies, Materials, Services	\$14,700	\$14,700
Minor Equipment		
Total	\$37,265	\$37,265
Savings		
Revenue	\$37,800	\$37,800
Net Cost	<\$535>	<\$535>

IMPLEMENTATION

If funded, we will open five sites July 1, 1999 provided there are least 20 participants per site enrolled.

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Hutchins Street Square Administration
REQUEST TITLE: Box Office at The Square

REQUEST SUMMARY

Open and maintain a box office at the Square to sell tickets for theatre performances, answer questions about the facility, act in a marketing capacity and provide tours of the facility.

PRIMARY OBJECTIVE

Marketing and promotion of not only the facility, but also the cultural events of the community.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

The new addition of the theatre and the conference facilities have made it evident that we need to offer a box office to purchase tickets and market the events at the Square to ensure their success. The sale of the tickets would supplement and/or cover the cost of the part-time person selling the tickets. Our "in-house bass" office would charge \$1.00 on the cost of all tickets to cover the cost of providing the service.

ALTERNATIVES:

Have all private rental parties sell their own tickets at location outside of the Square.

COST SUMMARY	1999-2000	2000-01
Additional Costs		
Staffing (20 hr./wk, \$8/hr)	\$ 8,320.00	\$ 8,320.00
Total	\$ 8,320.00	\$ 8,320.00

IMPLEMENTATION

1999-2000 Financial Plan and Budget

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Hutchins Street Square Administration

REQUEST TITLE: Part-Time Intern

REQUEST SUMMARY

Intern to supplement special event activities.

PRIMARY OBJECTIVE

Support cultural and civic activities at the Square and continue the summer push for activities and events.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

Historically we have added a college intern to supplement staff and allow programs opportunity for growth.

ALTERNATIVES:

None.

COST SUMMARY

Additional Costs

Staffing (700 hours @ \$8.25/hr)

Total

1999-2000

\$ 5,903.22

\$

2000-01

\$ 5,903.22

\$

IMPLEMENTATION

1999-2000 Financial Plan and Budget

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Hutchins Street Square Administration

REQUEST TITLE: Increase in Part-Time Administrative Clerk II Hours

REQUEST SUMMARY

Increase part-time daily administrative clerk II position to 30 hours per week to manage rentals of facilities at Hutchins Street Square.

PRIMARY OBJECTIVE

- ♦ Ensure contracts, insurance, security and other liabilities are properly administered.
- ♦ Develop a continued marketing plan to keep the spaces contracted and maintain cash flow.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

With construction of the Performing Arts and Conference Center completed in May 1998, we have added four meeting facilities, with a total of six facilities. Rental of these facilities provides space for the community and is an opportunity to realize substantial revenue for the City of Lodi.

ALTERNATIVES:

COST SUMMARY

Additional Costs

Administrative Clerk II (30 hr/week)

1999-2000

\$ 16,201.85

2000-01

\$ 16,201.85

IMPLEMENTATION

We are currently accommodating 25 groups per week on average at the Square's facilities. By increasing our part-time position, this will allow us the staff needed to continue to provide space needed for the community.

1999-2001 Financial Plan and Budget
SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: SENIOR INFORMATION CENTER
REQUEST TITLE: Hire a Part-time intern

REQUEST SUMMARY

Hire a part-time intern to assist Senior Services Coordinator with all aspects of Senior Services and Programs.

PRIMARY OBJECTIVE

1. Assist in secretarial duties at Senior Information Center
2. Develop and coordinate new senior programs in partnerships with Lodi Memorial Hospital, and Lodi Unified
3. As paid staff on-site allow Senior Services Coordinator to continue to participate in networking organizations and public relations in the community
4. Recruit and train new volunteers

SUMMARY OF FACTOR DRIVING THE REQUEST FOR CHANGE

Since 1990, all programs and services offered to Local Seniors have been developed and coordinated by the Senior Services Coordinator. The Dept. of Aging has provided two part-time receptionist (who, due to funding deficits, are laid off quite often). These employees are minimally skilled and cannot absorb any of the Directors duties. The Senior Center assist an average of 650 seniors monthly with a staff of many volunteers. It has reached a point that more experienced and skilled help is needed to tend to the day to day operations and allow for growth in both scope and quality of services offered.

ALTERNATIVES

- . Continue with current staff and not develop any more new programs or partnerships

COST SUMMARY	1999-2000	2000-01
Additional Costs		
Staffing	\$6,912.	\$ 7,500
Savings	0	
Net Costs	\$ 6,912	\$7,500

IMPLEMENTATION

With approval, a part-time Intern will be hired, relieving Senior Services Coordinator from day to day secretarial duties. Intern will also plan and implement new programs and services.

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Hutchins Street Square Swimming Pool
REQUEST TITLE: Hire a full-time Aquatics Supervisor

REQUEST SUMMARY

Hire a full time Aquatics Supervisor to run all aspects of swimming programs at Hutchins Street Square.

PRIMARY OBJECTIVE

1. Meet increasing demands on staffing a year-round pool
2. Expand and improve aquatic programs at H.S.S.
3. Reduce demands on maintenance staff
4. Increase revenue
5. Provide high quality programs with high customer satisfaction

SUMMARY OF FACTOR DRIVING THE REQUEST FOR CHANGE

Since it's opening in 1990 the pool has been staffed by part-time lifeguards, hired and supervised by the Senior Services Coordinator. The turn-over rate is high due to changes in schooling and full-time employment elsewhere. Continuity is difficult to maintain and revenue is lost due to inconsistency of staffing. A current part-time Recreation Specialist will be retiring in 1999, A Aquatics Coordinator will absorb his duties as well as some pool maintenance.

ALTERNATIVES

1. Continue with current staffing which will not allow the programs to increase and grow and continue pattern of poor customer service due to inconsistency and high turn over rate.
2. Discontinue swimming programs at Hutchins Street Square

COST SUMMARY

	1999-2000	2000-01
Staffing costs	\$35,000+	\$35,000-
Savings (eliminate Rec Spec.)	8,992.	
(eliminate Headlifeguard)	\$18,482.	
	\$8,000+	

IMPLEMENTATION

With approval, a full-time Aquatics Supervisor will be hired, Recreation Specialist and Headlifeguard position will be eliminated and part-time lifeguard hours can be kept to a minimum

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Hutchins Street Square Maintenance
REQUEST TITLE: Refinish Wood Floor in Kirst Hall

REQUEST SUMMARY

Contractor to come in, sand Kirst Hall floor down to bare wood, refinish and re-stripe floor.

PRIMARY OBJECTIVE

Maintain and protect hardwood floor.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

Daily use of this hall has worn the wood floor bare in spots, with the finish yellowing and flaking in other areas. This is due to normal wear and tear. This floor was refinished last in November of 1994.

ALTERNATIVES:

If allowed to continue the floor will be damaged resulting in very costly replacement.

COST SUMMARY

Additional Costs

Supplies, Materials, Services

Total

1999-2000

\$ 12,000.00

\$ 12,000.00

2000-01

\$ 0

\$ 0

IMPLEMENTATION

1999-2000 Financial Plan and Budget

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Hutchins Street Square Maintenance

REQUEST TITLE: Replace Rotting Wood Columns in Patios and Entrances

REQUEST SUMMARY

Begin as needed replacement of rotted wood ornamental columns in patio and building entrances. Estimated cost for materials (per column) \$350.00. Estimated number of replacements at this time - 15 columns.

PRIMARY OBJECTIVE

Change over to cement reinforced foam core columns that do not rot.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

Existing columns are rotting around their bases. Those located under rooflines will last indefinitely. However, those columns exposed to the weather and irrigation will have to be changed. Request is for materials. Labor to be supplied by Hutchins Street Square maintenance staff.

ALTERNATIVES:

At some point, the failing columns will have to be replaced.

COST SUMMARY

	1999-2000	2000-01
Additional Costs		
Supplies	\$ 5,250.00	\$ 0
Total	\$ 5,250.00	\$ 0

IMPLEMENTATION

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Hutchins Street Square Maintenance

REQUEST TITLE: Remove Diseased Alders at Hutchins Street Square

REQUEST SUMMARY

Hire a contractor to remove 42 mature diseased alders on the west and north sides of the Square. This is a one-time cost.

PRIMARY OBJECTIVE

To upgrade to a more disease-resistant, more colorful and longer-lived species of trees.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

These alders suffer from a vascular fungus and secondary infestation of Flathead Borer. Streamside trees, these alders will not recover. New plantings of big leaf maple, red oak and live oak have already been installed next to the alders. This will lessen the impact of the removed alders.

ALTERNATIVES:

Allow the trees to die off one by one with possible transfer of the fungus to healthy trees, visual blight and safety hazards from dead falls.

COST SUMMARY

	1999-2000	2000-01
Additional Costs		
Supplies, Materials, Services	\$ 5,000.000	\$ 0
	\$ 5,000.00	\$ 0
Total		

IMPLEMENTATION

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Hutchins Street Square Maintenance

REQUEST TITLE: Janitorial Supplies

REQUEST SUMMARY

Increase budget for janitorial supplies.

PRIMARY OBJECTIVE

Maintain high level of building finish.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

Large increase in building size, high level of building finish and increased use volunteers (Vacuum Buddies) has increased the use of janitorial supplies. As of 11/98, 73% of budget has been used within 42% of year.

ALTERNATIVES:

None.

COST SUMMARY

Additional Costs

Supplies, Materials, Services

Total

1999-2000

\$ 11,020.00

\$ 11,020.00

2000-01

\$ 11,350.00

\$ 11,350.00

IMPLEMENTATION

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Hutchins Street Square Maintenance
REQUEST TITLE: Replace Rental Tables

REQUEST SUMMARY

Replace tables used at Hutchins Street Square for events, rentals and city functions with new light weight tables. Requests consist of 40 sixty inch round tables and 15 3'x8' tables. Staff expects that new tables would have a similar service life.

PRIMARY OBJECTIVE

Maintain safe, reliable equipment.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

These tables have been in almost constant use for the past 10 years and are reaching the end of their service life. They are beginning to pull screws, delaminating and no longer set up flat.

ALTERNATIVES:

Continue with current tables; remove damaged and unsafe tables with a decrease in inventory.

COST SUMMARY	1999-2000	2000-01
Additional Costs		
Supplies, Materials, Services	\$ 11,990	\$ 0
Total	\$ 11,990	\$ 0

IMPLEMENTATION

1999-2000 Financial Plan and Budget

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Hutchins Street Square Maintenance

REQUEST TITLE: Increase in Sublet Services

REQUEST SUMMARY

Increase funding level for sublet services (33%) for contract/demand sublet services.

PRIMARY OBJECTIVE

Ensures adequate funding for the repair of building systems and maintenance contracts.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

Large increase of building size and use. Senior Center, Adult Day Care, Swimming Pool and Kirst Hall are now in their tenth year of almost constant use. The finishes, building systems and furnishings are coming into a repair and replacement phase. Sublets include: HVAC control analysis, pest control, on-demand garbage collection, janitorial services, fire equipment maintenance and elevator maintenance.

ALTERNATIVES:

Continue at current levels with problems reflected in appearance and performance of facilities.

COST SUMMARY

Additional Costs

Supplies, Materials, Services

Total

1999-2000

\$13,180

\$13,180

2000-01

\$ 13,576

\$ 13,576

IMPLEMENTATION

NOTE: The alternative to this would be to convert
this to a full-time position.

SUBLET SERVICES
Hutchins Street Square

Contractor	Cost/Interval	Yearly Cost	Remarks
Alamo Alarm	\$ 180.00/qrtly.	\$ 720.00	charges for weekly reports
Cal Waste	\$ 96.00 on demand	\$ n/a	additional dumpster calls
Clark Pest Control	\$ 275.00/mo.	\$ 3,300.00	possible drop
Korean Bldg. Maintenance	\$ 2,593.34/mo.	\$ 31,120.00	contract
Paramount Pest Control	\$ 175.00/mo.	\$ 2,100.00	pigeon control; possible drop, if staff trained
Sentinel Fire Equipment	\$ 75.00/6mo.	\$ 150.00	Crete Hall kitchen hood
Stockton Fire Equipment	\$ 155.00/yr.	\$ 155.00	recharge fire extinguishers
UniFirst	\$ 85.91/wkly	\$ 4,467.32	possible drop if decided to purchase rags, mop heads and rugs, if labor supported
US Elevator	\$ 411.00/mo.	\$ 4,932.00	2 units currently/Theatre to be added; est. \$205
Waste Management	\$ 217.75/mo.	\$ 2,604.00	portable toilets

Notes: We can eliminate numbers 1, 2, 5 and 7 for a total of \$40,988.00 if we add both recommended labor positions which would allow for a shift worker to clean, take better advantage of the community service workers and license our Senior Building Maintenance Worker position to handle the spraying/pest control operation as needed.

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Hutchins Street Square Maintenance

REQUEST TITLE: Hire a Full-Time Park Maintenance Worker

REQUEST SUMMARY

Hire a full-time parks maintenance worker to maintain Hutchins Street Square grounds and supervise community service workers and volunteers.

PRIMARY OBJECTIVE

- ♦ Maintain a high level of grounds care.
- ♦ Maintain constant supervision of community service workers and to facilitate the best use of volunteer service at the Square (Lodi Garden Club, etc.).
- ♦ Provide an additional trained staff member for large events and rentals.
- ♦ Provide a cheaper source of trained overtime staff for overtime.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

Hutchins Street Square is now a fully landscaped 10-acre site with a playground, outdoor amphitheatre and stage, large patios and extensive plantings. This position would only bring staffing to par with other city parks.

ALTERNATIVES:

Continue at current staffing levels with direct loss of facility care due to manpower/oversight capability.

COST SUMMARY

	1999-2000	2000-01
Additional Costs		
Staffing	\$34,145	\$34,145
Total	\$34,145	\$34,145

IMPLEMENTATION

1999-2000 Financial Plan and Budget

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Hutchins Street Square Maintenance

REQUEST TITLE: Hire a Full-Time Building Maintenance Worker

REQUEST SUMMARY

Hire a full-time building maintenance worker to maintain building finishes, give constant supervision to building maintenance workers, service staff request throughout the complex and supply Hutchins Street Square with trained, knowledgeable staff for special events, rentals and overtime situations.

PRIMARY OBJECTIVE

- ♦ Maintain Performing Arts building high level of finish.
- ♦ Receive better performance and results from community service workers and maximum benefit from volunteers.
- ♦ Supply knowledgeable, trained staff for rentals and large special events.
- ♦ This position will supply a cheaper source of overtime and allow senior staff to focus on technical maintenance.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

A 40,000 square foot increase in building size and increased foot traffic from rentals and special events is over extending current staffing and will result in deterioration of the building and its facilities.

ALTERNATIVES:

Maintain current staffing levels with crisis management of needed maintenance.

COST SUMMARY

	1999-2000	2000-01
Additional Costs		
Staffing	\$ 32,97 5	\$ 37,056.56
Total	\$ 32,97 5	\$ 37,056.56

IMPLEMENTATION

Hutchins Street Square Stats (approximate)

Exterior Features

	Sq. Ft.	Acres
Facility size	469,800	10.8
Parking Lots:		
Oak Street	43,200	1.
Walnut Street	27,540	.63
Firelanes (2)	8,100	.2
Playground	24,750	.57
Patios (2)	7,762	.18
Turf	221,805	5.1
Misc. Landscaping & Walkways		2.9 (approx.)
Side Yards (2)	3,838	.01
Basement	3,360	.01
Old Auto Shop	5,118	.18

Buildings

Cottage Room	1,265
Pisano Room	1,265
Crete Hall	3,936
North Hall	6,400
Performing Arts Theatre:	
Stage	2,240
Seating	6,592
Accessory	1,856
Backstage (first)	2,880
Backstage (second)	1,642
Conference Center	14,990
Lobby/Rotunda	5,116
Fine Arts First Floor	5,070
Fine Arts Second Floor	3,690
Senior Complex	27,039
Total Overall	71,115 sq. ft.

Pool	70,000 gallons
Kitchens/Kitchenettes	5
Showers	17
Toilets/Urinals	73

Two Workers Care For

71,115 square feet of buildings
70,000 gallon pool (open Monday-Friday 6:30 a.m. - 8:00 p.m.,
Saturday 6:30 a.m. - 2:00 p.m.)
9.2 acres of grounds (including mowing)
1,087 hours of overtime (rentals and special events)
6,000 hours of community service work supervised

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Hutchins Street Square Administration

REQUEST TITLE: In House City Employee Newsletter

REQUEST SUMMARY

Initiate and oversee the publication of bi-weekly in-house newsletter/communication piece for the 500+/- employees of the City of Lodi.

PRIMARY OBJECTIVE

Develop a positive line of communication between all employees, managers, boards and commissions and the City Council. Distribute through payroll.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

There does not exist a positive line of communication between the various levels of employees in the City of Lodi. Obviously, a committee of representatives from each department in the City, meeting one time per week and contributing an hour here and there would be able to produce a solid publication to establish a relationship and connection amongst the employees.

ALTERNATIVES:

None.

COST SUMMARY

	1999-2000	2000-01
Additional Costs		
Computer	\$ 2,046.00	\$ 0
Scanner	\$ 272.61	\$ 0
Monthly Printing Cost (200 x 12)	\$ 2,400.00	\$ 2,400.00
Printer	\$ 1,000.00	\$ 1,000.00
Total	\$ 5,720	\$ 5,720

IMPLEMENTATION

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Library

REQUEST TITLE: Increase Part-Time Staffing Pool

REQUEST SUMMARY Extend part-time hours for the library aid and library page by 20 hours per week for each position

PRIMARY OBJECTIVE

- 1) To restore Thursday evening hours (6-9 PM) including reestablishing the evening storytime for working families.
- 2) Offer the Spanish bilingual storyhour on a weekly basis.
- 3) Offer more access to information through extended library hours.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

In 1993 the library reduced its service hours from 60 per week to 57 per week. The regularly scheduled Thursday evening story hour was eliminated in the reduction of hours. The public particularly high school students frequently ask for the reinstatement of these hours. The Youth Commission on behalf of the community's youth has requested that the library reopen on Thursday evenings. Since 1995 the library has offered a monthly Spanish (bilingual) story hour. In the past year the audience has increased and returned on a regular basis indicating a need for an increase in frequency of this program. Considering the relatively modest expenditure to reopen, the library board has requested that the Thursday evening hours be reinstated as soon as possible. With increased hours and usage of the library, the need for staffing the circulation desk increases (library aid) and the volume of materials that need reshelving increases (library page)

ALTERNATIVES Maintain the library's existing weekly schedule. Mon-Wed 10 AM-9 PM; Thurs-Sat 10 AM-6 PM

COST SUMMARY	1999-2000	2000-01
Additional Costs		
Staffing	\$15,150	\$15,150
Supplies, Materials, Services		
Minor Equipment		
Total		
Savings		
Net Cost	\$15,150	\$15,150



Part-Time Staff
Additional Clerical

1999-01 BUDGET PLAN AND BUDGET									
TEMPORARY/PART-TIME REQUEST FORM									
DEPARTMENT:	Library								
ACTIVITY:	Information Services								
		ACCOUNT NUMBER:				210801			
Job Title	Purpose	Est Time Utilized	Hourly Rate	Total Request	Medicare Insurance	7	8	9	TOTAL REQUEST
1	2	3	4	5	6	7	8	9	10
2000-2001									
Library Aide	Clerical/Circ	520	\$8.10	\$4,212.00	\$61.07	\$43.72		\$5.48	\$4,322.27
Library Aide	Clerical/Circ	520	\$8.10	\$4,212.00	\$61.07	\$31.04	\$261.14	\$5.48	\$4,539.69
Library Page	Shelving	520	\$5.75	\$2,990.00	\$43.36			\$3.89	\$3,068.28
Library Page	Shelving	520	\$5.75	\$2,990.00	\$43.36		\$185.38	\$3.89	\$3,222.62
				\$14,404.00	\$208.86	\$74.76	\$446.52	\$18.73	\$15,152.86
		2080							\$15,152.86
Specific Instructions:									
Column 3: Identify the time required (Example: 100 hours)									
Column 4: Use the appropriate salary rate from the part-time temporary rates									
Column 5: Multiply the amounts in Columns 3 and 4									
Column 6: Multiply the amount in Column 5 by .0145 if the employee is subject to Medicare (hired after 3/1/86)									
Column 7: Multiply the amount in Column 5 by rate indicated on separate rate schedule for part-time personnel only									
Column 8: Multiply the amount in Column 5 by rate indicated on separate rate schedule for part-time personnel only									
Column 9: Multiply the amount in Column 5 by rate indicated on separate rate schedule for part-time personnel only									
Column 10: Add columns 5 thru 9									

Budget with Significant Part-time Expense (Clerical /Prof)

1999-2001 FINANCIAL PLAN & BUDGET BUDGET WORK SHEET - NEW ACTIVITY							
	OBJECT CODE	1997-98 Actual	1998-99 CURRENT BUDGET	1999-2000 DEPARTMENT RECOMMEND	2000-01 PROJECTED BUDGET		
PERSONAL SERVICES							
Regular employees salary	7101	\$464,681	\$487,169	\$512,728	\$524,749		
Overtime	7102	\$461	\$500	\$1,250	\$1,250		
Part time employees salary	7103	\$57,225	\$63,960	\$123,552	\$123,552		
Admin Leave Pay	7110	\$2,451	\$4,038	\$4,025	\$4,052		
Medical insurance	7112	\$47,626	\$50,759	\$51,633	\$53,182		
Dental insurance	7113	\$7,085	\$8,193	\$7,590	\$7,590		
Vision care	7114	\$2,276	\$2,395	\$2,340	\$2,410		
Medicare insurance	7115	\$3,710	\$4,874	\$5,349	\$5,414		
Service contribution PERS	7121	\$49,325	\$56,380	\$43,431	\$44,430		
Social security payments	7122	\$2,052	\$1,273	\$2,679	\$2,679		
Deferred compensation	7123	\$8,064	\$8,868	\$10,304	\$10,664		
LI - AD & D	7124	\$1,843	\$1,994	\$1,932	\$1,932		
Unemployment insurance	7125	\$1,463	\$764	\$828	\$843		
Ltd	7128	\$1,163	\$1,309	\$2,564	\$2,624		
Chiropractic	7129	\$1,083	\$964	\$884	\$884		
Insurance Refund	7130	\$2,699	\$5,100	\$2,600	\$2,600		
Total		\$653,207	\$698,540	\$773,689	\$788,855		
UTILITY & COMMUNICATIONS							
Postage	7201	\$5,601	\$8,000	\$7,500	\$8,000		
Telephone	7202	\$2,570	\$3,500	\$8,000	\$8,000		
Electricity	7202	\$54,734	\$50,000	\$56,000	\$56,000		
Gas	7212	\$2,742	\$3,800	\$4,000	\$4,000		
Water	7213	\$499	\$530	\$500	\$500		
Sewer	7214	\$378	\$390	\$400	\$400		
Refuse	7215	\$1,466	\$250	\$1,500	\$1,600		
Total		\$67,990	\$66,470	\$77,900	\$78,500		
SUPLIES, MATERIALS & SERVICES							
	7300						
Printing, bindmg, duplication	7301	\$1,890	\$1,500	\$2,000	\$2,000		
Photocopying	7302	\$2,526	\$2,700	\$2,700	\$2,700		
Advertising	7303	\$32	\$0	\$100	\$100		
Laundry & Dry Cleaning	7304		\$25				

Budget with Significant Part-time Expense (Clerical /Prof)

Safety Equipment	7305	\$150	\$300	\$400	\$400
Office Supplies	7307	\$3,449	\$3,500	\$4,000	\$4,000
Books & Periodicals	7308	\$137,042	\$140,000	\$150,000	\$150,000
Memberships & Dues	7309	\$4,587	\$4,800	\$5,800	\$5,800
Data Processing software	7313	\$407	\$250	\$1,000	\$1,000
Business expense	7314	\$1,535	\$2,000	\$2,000	\$2,500
Conference expense	7315	\$1,397	\$1,500	\$2,000	\$2,000
Professional Services	7323	\$980	\$2,500	\$2,500	\$2,500
Repairs to Computer Equip	7330			\$1,000	\$1,000
Repairs to Machinery & Equip	7331	\$5,318	\$4,000	\$4,000	\$4,000
Repairs to Office Equip	7332	\$1,452	\$2,000	\$1,500	\$1,500
Repairs to Buildings	7334	\$7,386	\$6,000	\$7,000	\$7,000
Sublet Service contracts	7335	\$46,283	\$48,415	\$53,650	\$53,650
Motor fuel, lube	7351	\$63		\$100	\$100
Special dept materials	7352	\$12,101	\$11,000	\$13,500	\$13,500
Janitorial supplies	7353	\$1,991	\$1,500	\$2,000	\$2,000
General Supplies	7355	\$710		\$1,000	\$1,000
Training & education	7358	\$180		\$500	\$500
Small tools & equip	7359	\$1,345	\$2,000	\$4,000	\$4,000
Supplies & Mats NDC	7399	\$1,176	\$500	\$1,200	\$1,200
Total		\$232,000	\$234,490	\$261,950	\$262,450
EQUIPMENT, LAND & STRUCTURES					
Data Processing Hardware	7715	\$9,661	\$30,000		
Other Equipment	7719			\$6,000	
Total		\$9,661	\$30,000	\$6,000	\$0
SPECIAL PAYMENTS					
Cost of Allocation		\$75,000	\$75,000	\$50,000	\$50,000
ACTIVITY TOTAL					
		\$962,858	\$1,029,500	\$1,119,539	\$1,129,805

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Library

REQUEST TITLE: Part-time Reference Librarian

REQUEST SUMMARY

Hire one part-time professional librarian to staff the reference desk during peak times (after school, on Saturdays, and during vacations)

PRIMARY OBJECTIVE

- 1) Increase customers' access to information by providing a professional librarian to assist in finding information throughout the library's various collections.
- 2) To increase the customer's satisfaction with library services.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

The library has increased its collection and varied its information formats in recent years. The reference staff has increased its involvement in outreach activities with community groups. The introduction of the Internet as a reference tool has increased the staff's ability to answer more complicated reference queries and increased time spent on some questions. The introduction of Internet stations for the public access has greatly impacted the reference desk activities. Although circulation statistics are down, reference statistics have risen indicating an increase in onsite library use.

ALTERNATIVES Continue current staffing levels with no reference desk coverage during lunches and vacations. Unable to increase community outreach services.

COST SUMMARY	1999-2000	2000-01
Additional Costs		
Staffing	19,800	19,800
Supplies, Materials, Services		
Minor Equipment		
Total		
Savings		
Net Cost	19,800	19,800

1999-2001 Financial Plan and Budget

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Library

REQUEST TITLE: Part-Time Children's Librarian

REQUEST SUMMARY Hire one part-time professional children's librarian to assist with children's programming and provide after school reference and reader's advisory service.

PRIMARY OBJECTIVE

- 1) Provide additional reference and reader's advisory service in the children's room after school.
- 2) Provide backup for the children's librarian for programming and outreach activities.
- 3) Provide an opportunity to train a potential replacement in preparation for the children's librarian's retirement.

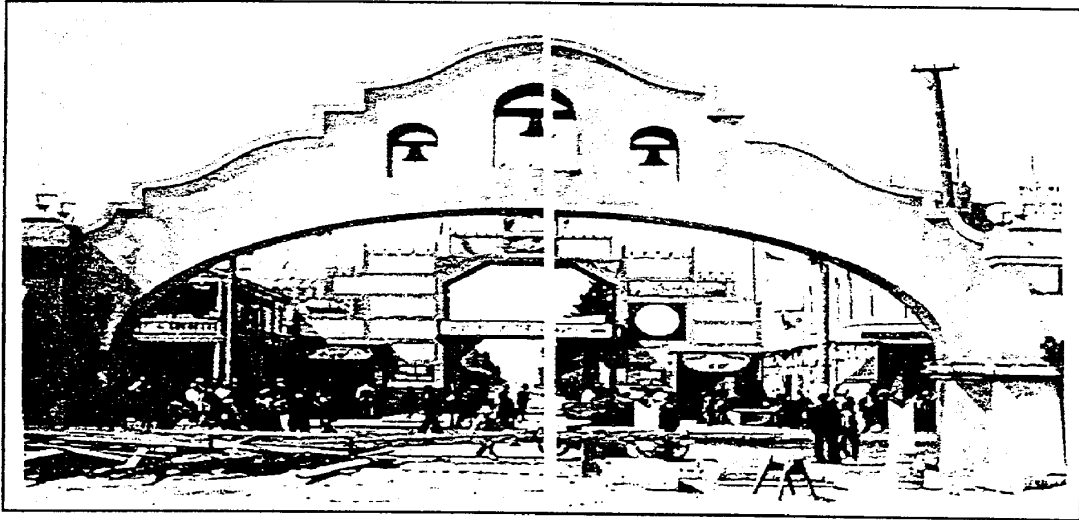
SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

The library provides an extensive children's program under the leadership of the present full-time children's librarian—a 28 year veteran. Additional services and activities including selection of new formats, public Internet access, public storytime engagements, and a potential computer lab have increased the tasks of the professional children's librarian. To maintain the level of the program in the future, it is necessary to begin training a new children's librarian now.

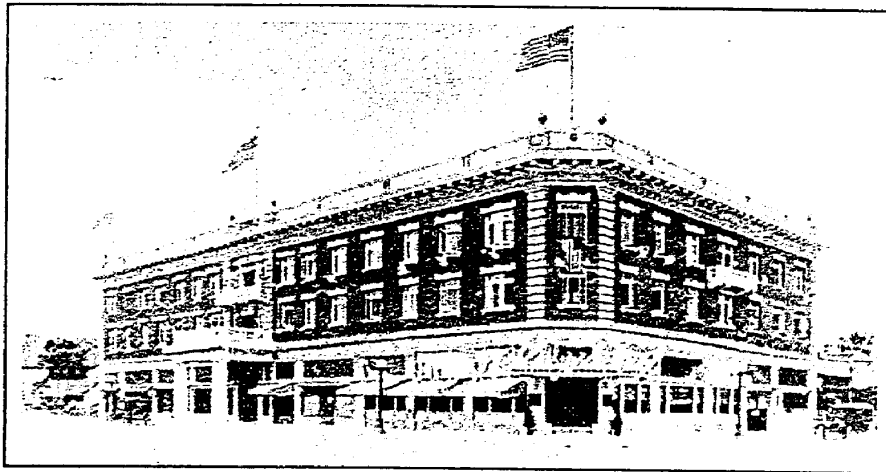
ALTERNATIVES Continue without additional patron service.

COST SUMMARY	1999-2000	2000-01
Additional Costs		
Staffing	19,100	19,100
Supplies, Materials, Services		
Minor Equipment		
Total		
Savings		
Net Cost	19,100	19,100

COMMUNITY & ECONOMIC DEVELOPMENT



A very rare 1907 photograph of the original wooden arch and the Mission-style arch that still stands on Pine Street



Hotel Lodi – sometime after its 1915 completion date

1999-2000 Financial Plan and Budget
SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: COMMUNITY IMPROVEMENT
REQUEST TITLE: CREATION OF FULL-TIME ADMINISTRATIVE CLERK II POSITION

- REQUEST SUMMARY

Authorize a full-time Administrative Clerk II position for the Community Improvement Division, in place of the existing part-time Administrative Clerk II position.

PRIMARY OBJECTIVE

1. To provide adequate clerical support for the Community Improvement Division.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

1. The part-time, temporary clerical staffing within the Community Improvement Division is unable to keep up with the increasing workload of a full-time division.
2. Lack of adequate clerical support is hindering the ability of the Community Improvement Division to implement new, or expand current programs which are intended to eliminate blight and unsafe building conditions, foster community pride and improve the overall appearance and living conditions throughout the community.

ALTERNATIVES

1. Reduce services provided by the Community Improvement Division until adequate staffing levels are achieved.

COST SUMMARY

	1999-2000 Current	2000-01 Requested
Additional Costs		
Regular Employee Salary		
Community Improvement Administrative Clerk II	\$ 35,055.93	\$ 35,055.93
Total	\$ 35,055.93	\$ 35,055.93
Savings		
Part time Employee Salary		
Community Improvement Administrative Clerk II	\$ 14,846.69	\$ 14,846.69
Net Cost	\$ 20,210	\$ 20,210

IMPLEMENTATION

The Community Improvement Division would pursue the filling of this position once authorized.

1999-2000 Financial Plan and Budget
SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: COMMUNITY IMPROVEMENT
REQUEST TITLE: PURCHASE OF OFFICE SYSTEM FURNITURE

REQUEST SUMMARY

Authorize the purchase of office system furniture to replace the existing freestanding office furniture within the Community Improvement Manager's office.

PRIMARY OBJECTIVE

1. To provide a more effective use of office space and to provide more file storage space.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

1. The Community Improvement Manager's position was created during the latter stages of the City Hall renovation, and an office space was created in what was originally intended to be a conference room. At that time it was too late to make a substantial addition to the order for office system furniture that had already been placed and scheduled for installation, so the office was furnished from surplus furnishings that were available.
2. More desk and storage space, as well as a more efficient use of the existing office space is needed to maximize productivity.
3. Due to an increase in the number of casefiles that have been created within the Community Improvement Division, additional filing space is needed, and there is no room for additional filing cabinets.

ALTERNATIVES

1. Make do with existing furnishings.
2. Find space elsewhere in department to locate additional file cabinets.

COST SUMMARY

	1998-99	1999-2000
Additional Costs		
Minor Equipment		0 \$ 7,500.00
Total	0	\$ 7,500.00
Savings	NONE	NONE
Net Cost	0	\$ 7,500.00

1999-2001 Financial Plan and Budget
SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Economic Development
REQUEST TITLE: Professional/Consulting Services

REQUEST SUMMARY

Hire professional consulting services to facilitate and/or design materials related to the following economic development activity: (1) economic development strategic plan; (2) community profile marketing brochure.

PRIMARY OBJECTIVE

1. To ensure targeted economic development activity by providing the framework for the City's involvement in the local, regional and state efforts in the field of economic development.
2. To ensure effective promotion of the City of Lodi through a professional and quality marketing piece.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

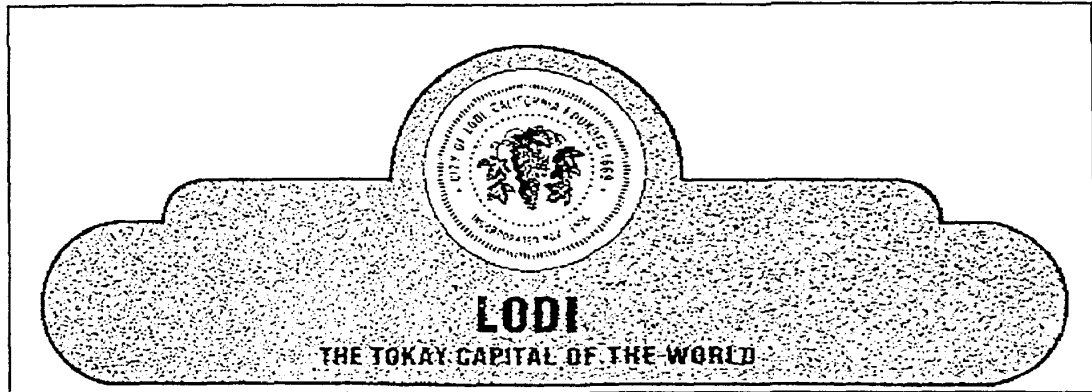
Lodi has experienced unprecedented business and industrial growth over the past few years. In order to ensure our competitive position in the marketplace, we must develop a strategy which outlines our business attraction selection process and continue to provide appropriately zoned industrial properties. A quality marketing brochure is key to selling our community and future business attraction success.

ALTERNATIVES

1. Create an economic development strategy in house. Staff limitations, however, would disallow timely completion of this effort.
2. Due to the absence of an on staff public information director we have no other choice to farming this effort out.

COST SUMMARY	1999-2000	2000-01
Additional Costs		
Staffing		
Supplies, Materials, Services	32,500	
Minor Equipment		
Total	32,500	
Savings		
Net Cost	32,500	

GENERAL GOVERNMENT



Original City seal – adopted January 4, 1907, just two months after the date of incorporation

1999-2001 Financial Plan and Budget
SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Public Works Administration
REQUEST TITLE: Administrative Clerk I/II

REQUEST SUMMARY

To increase the part-time Administrative Clerk I position in the Public Works Administration office to a full-time position.

PRIMARY OBJECTIVE

1. Maintain the Public Works standard of serving the public in an efficient and timely manner both at the public counter and on the telephones.
2. Maintain records and set up files for the ever-increasing incentive, deferral and development agreements.
3. Provide our professional and administrative staff with the clerical support that will allow them to spend their time in the most productive and cost-effective manner.
4. Assist the Building and Equipment Maintenance Superintendent in organization and development of a filing system.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

The activities of the administrative, engineering, transportation, and building maintenance divisions have increased to such an extent that our clerical staff are often overwhelmed. The number of phone calls and customers at the counter increases in relation to the number and types of Capital Improvement and development projects in progress. Some days, one person is kept busy just answering phones, helping people at the counter and getting messages to field and building maintenance personnel. Routine items that don't have a high priority do not get done until they become a crisis. Many times this creates problems for other employees in this office because additional time must be taken by the professional staff to search for items that have not been filed or processed.

In the last few years, the City has undertaken several large capital projects, and many more are now underway (the Multimodal Station Remodeling, Public Safety Building and the water and street capital projects, etc.). These projects cause increased phone calls and front counter contact, and require the typing of many more letters, memos, agreements, bills, purchase orders, and council communications.

Because of the diversity of the Public Works Department, and the staff time and expense required to train clerical staff, it is not cost-effective or productive to constantly train and retrain part-time clerical staff. A permanent, full-time position will help alleviate these problems.

ALTERNATIVES

1. Ask professional staff to do their own clerical work. Professional staff are currently doing much of their own clerical work. To ask them to do more than they are currently doing, i.e., making their own copies, typing envelopes and mailing labels, etc., would have an even greater negative impact on their workload and morale and the level of customer service provided. In addition, uniformity of document formats tends to be compromised when non-clerical staff is expected to perform clerical duties.
2. Continue using part-time clerical. Just answering telephones and helping people at the counter requires a knowledgeable full-time employee who is dedicated and interested in the activities of the Public Works Department. We ask much more of this position than to simply act as a receptionist

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Public Works Administration
 REQUEST TITLE: Administrative Clerk I/II

(i.e., preparing payroll and opening and sorting mail, preparing public works project specifications, typing letters, memos, budget documents, etc., and handling all of the duties of the full-time Administrative Clerk II in her absence). This employee is an essential part of our Department and should have the responsibilities and benefits of a full-time employee.

In addition, we need more hours available than presently budgeted. We could hire a second part-time person to help, but this required additional training and coordination as we only have one work station available.

COST SUMMARY

	1999-00	2000-01
Additional Cost		
Salary	\$20,545	\$21,550
Overhead	<u>6,780</u>	<u>7,110</u>
Total requested	\$27,325	\$28,660
Savings	\$11,835	\$13,330
	(budgeted for part-time)	
Net Cost	\$15,450	\$15,330

IMPLEMENTATION

On approval of the budget and this request, the hiring of a full-time Administrative Clerk will be pursued.

1999-2001 Financial Plan and Budget
SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Public Works Administration
REQUEST TITLE: Volunteer Program

REQUEST SUMMARY

This request is to hire a "Volunteer Coordinator" to assist the Department in making use of non-traditional labor, support and programs. The request is for a contract part time position (estimated at 80% time, with benefits) for two years to establish the program and determine its long-term viability. Upon completion of the two-year program, a recommendation will be made to either:

- ❖ Abandon the program;
- ❖ Continue the program as-is; or,
- ❖ Expand the program within the Public Works Department and, possibly, to other Departments (such as Community Development/Code Enforcement). If the position were to be expanded to full-time, the recommendation would include transitioning the incumbent to regular employee status. (The initial recruitment will be done using the City's competitive process.)

PRIMARY OBJECTIVE

The primary objective of the program is to involve the community in the upkeep of the public right-of-way. The person selected for the program will need to be someone adept at working with volunteers and other non-traditional sources of time and energy. Examples of the types of tasks and groups include:

- ❖ Organizing the many "walkers" to cover the entire city, giving them a clipboard, and have them look for and record problems such as overhanging trees and shrubs, trip hazards, improper signs, unauthorized encroachments, water wasting and any other "problem" they see.
- ❖ Preparing various notices, posting and follow-up.
- ❖ Training and equipping some of the "walkers" to do tree pruning such as sucker removal.
- ❖ Coordinating work by County Sheriff's inmates.
- ❖ Coordinating work by CalWorks persons.
- ❖ Assisting in various public relations and community outreach efforts, such as career days, job fairs and the water quality annual report.
- ❖ Acting as Public Works liaison to the Lodi Improvement Committee.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

Existing staff can take advantage of this "community energy", however, it takes away from their current duties. In addition, the skills necessary to work with volunteers and public outreach are not typical engineering or maintenance supervisory skills. Someone experienced in the charitable or non-profit sector would do this work more efficiently.

ALTERNATIVES

- ❖ Continue with present practices – The Department has utilized the Sheriff's inmates for limited amounts of time. Our "Adopt-A-Street" program is languishing for lack of administrative time to work with the volunteers.
- ❖ Attempt to use the City's other main volunteer organization – the Police Partners – to take on additional duties and programs.

COST SUMMARY	1999-2000	2000-01
Additional Costs		
Staffing (incl. all benefits except PERS)	\$39,150	\$41,000
Supplies, Materials, Services (mainly advertising & office supplies)	\$5,000	\$3,500
Minor Equipment Personal Computer, misc.	\$2,500	-
Total	\$46,650	\$44,500
Savings: Some savings in water conservation program and street summer part-time labor	<\$500>	<\$500>
Net Cost:	\$46,150	\$44,000

VolunteerProgram.doc

1999-2001 Financial Plan and Budget
SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Public Works
REQUEST TITLE: Solid Waste Administration

REQUEST SUMMARY

To provide funding to address the upcoming renewal of the solid waste removal contract as well as provide professional guidance in meeting the City's goals for the Year 2000.

PRIMARY OBJECTIVE

To provide the best solid waste/recycling service at the most reasonable cost to the consumer and yet provide the City with a revenue source that is based on an appropriate formula.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

Many things have changed in the solid waste industry in the last few years. New programs must be added to continue to meet the goals of the California Integrated Waste Management Board. There are also other sources of revenue in the solid waste/recycling field that have not been addressed by the City. The contract with our solid waste contractors comes to an end June 30, 2003. We have the option to extend the contract for an additional 7 years if the contractor is notified 18 months prior to the ending date. The contractor's operation has never been audited and this should be done before any decision is made regarding continuation of the contract. An outside auditor would be hired to do this. In all likelihood, the City will go to bid for a new contract rather than operate under a 14-year old agreement. It is imperative that a consultant with experience in this growing and sophisticated industry be hired to prepare a request for proposal that will be most advantageous to the City and yet provide reasonable and quality service to the consumer.

While not shown here, this may be the appropriate place to show the cost of services provided by the City for the solid waste operation.

ALTERNATIVES

Extend the existing contract for an additional 7-year term as provided in the contract without developing a new rate structure or franchise agreement.

COST SUMMARY

	1999-00	2000-01
Additional Costs		
Staffing		
Supplies, Materials, Services	\$2,000	\$25,000
Minor Equipment		
Total	\$2,000	\$25,000
Savings		
Net Cost	\$2,000	\$25,000

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Human Resources
REQUEST TITLE: Administrative Clerk II

REQUEST SUMMARY: Add one position of Administrative Clerk II to authorized staff in the Human Resources Department in FY 2000/01.

PRIMARY OBJECTIVES:

- Increased effectiveness and efficiency in obtaining and transmitting relevant information to citizens concerning the filing and processing of liability claims.
- Increased effectiveness and efficiency in obtaining and transmitting relevant information to employees concerning the processing of General Liability and Workers' Compensation claims, implementation of the City's Injury and Illness Prevention Program (i.e. Safety/Training), and the control and transfer of exposures to loss.
- Increased effectiveness and efficiency between the City and third party administrators in the management of General Liability and Workers' Compensation claims, and between the City and contractors in the transfer of risk exposures and risk financing.
- To compile and maintain relevant loss information and data bases.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

In September 1995, Human Resources absorbed the risk management functions of General Liability, Workers' Compensation, and Safety & Training. These functions had previously been performed since 1991, by an Administrative Assistant To The City Manager, and a Risk Management Technician. Only one position in Risk Management (subsequently classified as Risk Manager) was retained.

In addition, Human Resources absorbed Labor Relations functions consisting of labor negotiations and grievance investigations. These functions had previously been performed by the Assistant City Manager, and his support staff. These functions were added to the existing Human Resource functions of Recruitment & Selection, Classification & Compensation, and Employee Relations without the clerical/technical support which had been previously provided.

Clerical/technical support is needed in processing the following: General Liability and Workers' Compensation claims; certificates of insurance; reports of unsafe working and public risk exposure conditions; and OSHA compliance. The position will also provide clerical/technical support in other functional areas of Human Resources.

The current level services provided by the Human Resources Department do not adequately meet the service demands of the City or of our citizens. Exposures to loss are not readily being identified, and loss control techniques are not readily being developed, implemented or monitored. Employees and citizens are not receiving information or services completely or in a timely manner. Programs for loss control and employee development are not being developed or implemented because the time needed for these activities are consumed with maintaining the daily activities.

The Human Resources Department has been funded for part-time clerical help for the last 4 fiscal years because the need is present. The need for clerical/technical support on a full-time level has not diminished since its creation in 1991, and continues to remain.

ALTERNATIVES

1. Continue to provide existing levels of service.
2. Contract out all or part of Risk Management and Human Resources functions.
3. Increase current part-time/temporary hours from 20 hours/week to 40 hours/week.

COST SUMMARY

2000-2001

Additional Costs:

Salary and benefits:	\$29,342
Supplies, Materials, & Services:	0
Minor Equipment:	0

Total:	\$29,342*
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* Actual net increase would be \$10,316 over current.

IMPLEMENTATION: The above objectives will begin to be achieved after training. The objectives will be measured in the following manners:

- Decrease in time gathering relevant claim information, and reporting such information to the appropriate personnel and administrators.
- Decrease in administrative cost of the General Liability due to increased in-house management of property damage claims.
- Increased recovery from losses by second parties.
- Increased activities implementing the City's Injury and Illness Prevention Program.
- Increased reporting of loss information and data to departments, Executive Management and the Council.

1999 – 2001 Financial Plan and Budget
SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Human Resources
REQUEST TITLE: Consulting Services

REQUEST SUMMARY: Retain a professional firm to conduct a salary survey for members of the Maintenance & Operators, General Services, and United Firefighters units.

PRIMARY OBJECTIVES:

1. To thoroughly examine the structure of salaries and deferred compensation currently provided for City of Lodi employees in the M&O, General Services, and United Firefighters units.
2. To ensure that appropriate differentials are structured between salary ranges within classification families.
3. To ensure that appropriate compensation differentials exist between classification families and classifications which supervise positions in those families.
4. To ensure that the City of Lodi remains competitive with other cities and public sector organizations in California that make an effort to attract and retain quality employees.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE:

The last salary survey prepared for the M&O, General Services, and United Firefighters units was conducted in 1983 – sixteen years ago. The industry standard is to conduct these studies every three to five years. This survey is long overdue. During the latest set of labor negotiations with these units, it was agreed this survey would be prepared.

This survey will cover over 160 positions with 90 classifications. As such it will be very labor intensive and require a significant degree of expertise. Human Resources staff are currently focusing effort on conducting a large number of personnel recruitments, refining existing and developing new risk management programs, preparing for labor negotiations, developing proficiency regarding the use of new payroll/ personnel automated software and its interface with the Finance Department, as well as other assignments. The preparation of a compensation study by Human Resources staff would disrupt the timely performance of projects listed above and the routine flow of inquiries, salary adjustments, benefits changes, etc. which the department processes daily.

The appearance of impartiality in the preparation of this survey is very important to members of the M&O, General Services, and United Firefighters units. Retaining a professional firm with a track record of proficiency in preparing compensation plans will ensure a valid quality product for the City.

ALTERNATIVES:

1. Perform the salary survey using Human Resources Department staff.

COST SUMMARY:

1999-2000

Additional Costs:

Salary and benefits:	0
Supplies, Materials, & Services:	20,000
Minor Equipment:	0
Total:	20,000

IMPLEMENTATION:

With Council approval of this request, staff will prepare a scope of work and request for proposals in order to retain the services of a professional firm to analyze the salary structure. It is anticipated the study of the M&O, General Services, and United Firefighters units will be a three to six month project.



SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Human Resources

REQUEST TITLE: Citywide Training Program

REQUEST SUMMARY: Creation of a Citywide training program in FY 1999-2000.

PRIMARY OBJECTIVES:

1. To increase the skill and motivation levels of City employees through an increased awareness of techniques to improve communications, customer service, conflict management and general competency in the performance of assigned duties.
2. To provide department directors and supervisors with an increased confidence level when dealing with human resource issues such as employee supervision, discipline, sexual harassment, violence in the workplace and other employment issues.
3. To lower unit costs of training sessions provided by the City by reducing travel and business expenditures associated with training.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE:

Continuous, incremental improvement of any organization's human resources is necessary to maintain a motivated work force that delivers high quality services to the community.

There is currently a lack of consistency in the way City departments provide training. A variety of high-volume vendors mail numerous brochures to the City offering an assortment of generic training sessions. Departments often respond in a reactive, ad-hoc manner by sending staff to these sessions when the inclination arises e.g., when an employment issue highlights some form of training deficiency. This program strives to introduce a greater degree of planning into the City's training efforts. Through a process of consultation with departments, an outline of citywide training needs will be developed and professional firms with the expertise to meet these needs will be obtained. Training of a uniformly high quality, designed for City of Lodi employees, will then be made available to all departments.

In part, this program is designed to bring expertise, as much as possible, to the City of Lodi. Currently, a great deal of training for the City is obtained by sending staff to outside locations such as Sacramento, Modesto and the Bay Area. The expense and logistical rearrangements necessary to cover absent staff members often acts as a disincentive for a department to take any action to provide staff training.

ALTERNATIVES:

- Continue using sessions provided by the consortium and training firms exclusively.

COST SUMMARY:

	1999-2000	2000-2001
Additional Costs:		
Supplies, Materials, & Services:	10,850	11,176
Total:	10,850	11,176

IMPLEMENTATION:

With approval of this request, Human Resources staff will:

1. Consult City departments to obtain an understanding of perceived training needs.
2. Using input from departments, and Human Resources expertise, develop an outline of training to be provided.
3. Obtain proposals in order to retain the services of professional training firms with capability in the required disciplines.

It is anticipated the citywide training program will be implemented soon after budget adoption and will be applied over the course of FY 1999-2000 and continue into FY 2000-01.

1999-2001 Financial Plan and Budget

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Risk Management

REQUEST TITLE: Injury and Illness Prevention Program Evaluation and Update

REQUEST SUMMARY: Contract with a professional firm to evaluate and update the Injury and Illness Prevention Program (IIPP) for field operations in the Electric Utility and Public Works Departments.

PRIMARY OBJECTIVE: To evaluate the City's field operations, and update the IIPP to conform to CalOSHA regulations.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

The City's IIPP was first developed in 1990 in an effort to be in compliance with SB198 which revamped the General Industry Safety Orders (GISO). Since that time the IIPP has not been assessed nor updated to ensure compliance with changes in GISO, which is enforced by the California Occupational Safety and Health Administration (CalOSHA). The City's greatest exposure in this regard is found in field operations in the Electric Utility and the Public Works Department's Streets and Water/Wastewater Divisions.

Due to the complexity of the GISO requirements, and the broad scope of field operations in the Electric Utility and Public Works Departments, City staff do not have the resources to complete this project. An experienced and knowledgeable professional in this field is needed to evaluate safety and work practices for compliance with GISO requirements. This professional will update the IIPP which defines these practices and the training needed to ensure conformity with them.

ALTERNATIVES

1. Continue operations with the knowledge that the IIPP is out of compliance with CalOSHA regulations, and the uncertainty that unsafe work practices are being utilized.
2. Use City staff to evaluate and update the IIPP.

COST SUMMARY	1999-00	2000-01
Additional Costs:		
Salary and benefits:		
Supplies, Materials, &		
Services:	\$25,000	0
Minor Equipment:		
Total:	\$25,000	0

IMPLEMENTATION: Upon approval, a professional firm will be contracted to perform the project during the 1999-00 fiscal year.

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Other Insurance
REQUEST TITLE: Property Valuation

REQUEST SUMMARY: To hire a consultant to valuate buildings, their contents and property in the open during FY 1999/00, and to do follow-up valuations in 2000/01.

PRIMARY OBJECTIVE: To accurately establish the insurance premium for City buildings, their contents and property in the open.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

The City has property insurance purchased through California Joint Powers Risk Management Authority (CJPRMA). Coverage is up to \$300 million per occurrence, with a \$25,000 deductible. Each year the City submits a listing of property values to CJPRMA for the purposes of tracking valuations, reporting changes in the property inventory, and for premium calculation. The valuation has been, and continues to be conducted by City staff – principally the Risk Manager and Fleet and Facilities Manager. Neither are professionally trained in property valuation.

Due to the current appraisal methodology, it is uncertain as to whether the City's properties are accurately valued. Therefore it is uncertain as to whether the premium being paid is too high or too low. Should one of the City's properties suffer an accidental loss, there is no reliable criteria upon which to base the value of the loss, thus there is no basis in declaring a value for indemnification of the loss.

The valuations will need to be updated given completion of pending capital projects such as the multimodal station, and public safety building remodel.

ALTERNATIVES

1. Continue to valuate buildings, contents and property in the open with current methodology by the Risk Manager and Fleet & Facilities Manager.

COST SUMMARY	1999-00
Additional Costs:	
Supplies, Materials, & Services:	\$7,875
Total:	\$7,875

IMPLEMENTATION: The valuation will be completed prior to the premium assessment for FY 2000/01.

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Information Systems

REQUEST TITLE: Information Systems Web Page Development Services

REQUEST SUMMARY

Provide for professional Web Page Development Services to augment City staff in maintaining the City's Web Page.

PRIMARY OBJECTIVE

The primary objective is to provide for Web Page Development services to assist City staff in developing and maintaining the City of Lodi's Web Page.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

The City will be better served by the use of outside professional Web Page Development services to resolve issues related to our Web Page. City staff resources could be better utilized in other areas (such as the content of the Web Page).

ALTERNATIVES

- Train City staff in all areas Web Page development at the City of Lodi
- Start slowing down the use of Lodi's Web Page to adequately handle the task

COST SUMMARY

	1999-00	2000-01
Additional Costs		
Web Page Development Services	\$5,000	\$5,000

Savings

Net Cost

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Information Systems

REQUEST TITLE: Information Systems Consulting Services

REQUEST SUMMARY

Provide for Consulting Services to augment City staff in maintaining the City's information systems.

PRIMARY OBJECTIVE

With today's diverse technology, it is difficult, if not impossible, to be experts in all areas of technology used at the City of Lodi. Funding to use outside Consultants would enable Information Systems to solve extremely complicated problems without the length of time needed for extensive research and solution by trial and error. Consultants simply can resolve certain problems more quickly and cost effectively.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

The City will be better served by the use of outside Consultants to resolve complicated technology issues, permitting staff to learn from their expertise while getting problems resolved in a timely fashion.

ALTERNATIVES

- Train City staff in all areas of technology used at the City of Lodi
- Start slowing down the proliferation of technology to adequately handle support



COST SUMMARY

	1999-00	2000-01
Additional Costs		
Consulting	\$15,000	\$15,000
Savings		
Net Cost		

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Information Systems
REQUEST TITLE: New Portable Microcomputers

REQUEST SUMMARY

Purchase two new laptop computers for staff to use at Carnegie for presentations, for Wide Area Network (WAN) support and as a desktop support replacement.

PRIMARY OBJECTIVE

The purchase of two new laptop computers will assist Information Systems in the following areas:

- Allow City staff to setup and prepare for their presentations at Carnegie ahead of time.
- Assist with the WAN maintenance and support
- Allow support staff to use a portable as a replacement for a defective desktop PC, which would permit the user to return to work immediately and allow support staff to correct the problem at a more suitable location.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

Currently there is one portable computer available to City staff. It is heavily used for training for the new J.D. Edwards Financial Accounting System and will continue to be used for the ORCOM Utility Billing / CIS System. Two new portable computers could be used for three purposes. 1. One could be used at Carnegie for presentations where it could be setup well before the presentation. This would reduce the risk of a failed presentation due to being moved around. 2. One would be very useful on an intermittent basis for maintaining the Wide Area Network. 3. Currently, when there is a call for desktop support, staff must many times attempt to respond immediately as the function might be very critical to the user (such as an agenda that must be printed for a meeting in the next 15 minutes). Other times, the user simply can not be away from their position while support staff attempts to correct the problem. A portable computer could be used as a replacement to enable the user to return to work very quickly while support staff takes the unit to a more suitable location to correct the problem.

ALTERNATIVES

- Continue to operate as we do today.

COST SUMMARY

	1999-00	2000-01
Additional Costs		
New Portable Microcomputers	\$3,000	\$3,000
Total	\$3,000	\$3,000

Savings

Net Cost

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Information Systems
REQUEST TITLE: Information Systems Paid Intern(s)

REQUEST SUMMARY

Provide for part-time paid intern(s) to assist Information Systems with technical support and training.

PRIMARY OBJECTIVE

The primary objective is to add additional part-time personnel to assist in technical support and training.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

With today's ever-increasing use of technology, an increased amount of support is required to keep all systems functioning. The City could work in cooperation with local colleges to:

- Have access to trained students capable of helping with technological support in a very cost-effective manner
- Have more personnel capable of handling problems as they arise
- Increase potential candidates for filling future positions at the City
- Assist colleges to train in the use of modern information systems

ALTERNATIVES

- Increase City staff
- Start slowing down the proliferation of technology to adequately handle support

COST SUMMARY

	1999-00	2000-01
Additional Costs		
Paid Intern(s)	\$8,320	\$8,320

Savings

Net Cost

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Information Systems
REQUEST TITLE: Help Desk Software Application

REQUEST SUMMARY

Provide a Help Desk System for Information Systems staff and department level information systems coordinators.

PRIMARY OBJECTIVE

A Help Desk system will assist Information Systems staff and all personnel in the City by:

- Providing a central location to search for solutions to all technology related problems.
- Keeping track of problems by user, enabling Information Systems to determine when further training might be beneficial
- Allowing Information Systems to add solutions to technology problems as we learn them
- Permitting each technician to review work done on previous calls prior to attempting to solve a problem
- Permitting the City to share solutions to problems as they are discovered – eliminating the need to re-invent the wheel

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

Timely solutions to technology problems are becoming more and more important. A Help Desk system would be one of the most cost-effective methods of getting these problems under control.

ALTERNATIVES

- Increased support staff.

COST SUMMARY

	1999-00	2000-01
Additional Costs		
Help Desk Software	\$6,000	\$1,200
Total	\$6,000	\$1,200

Savings

Net Cost

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Information Systems

REQUEST TITLE: Wide Area Network Internet Service Provider (ISP)

REQUEST SUMMARY

Provide on-going funding for the City's new Wide Area Network (WAN) Internet Service Provider (ISP) and high-speed connection.

PRIMARY OBJECTIVE

To provide funding to keep the Wide Area Network connection to the Internet operational.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

Currently, all City access to the Internet is through individual modem connections to an Internet Service Provider. When the Wide Area Network (WAN) is operational, access to the Internet will be changed to a high-speed connection and available to everyone on the WAN.

ALTERNATIVES

- Discontinue access to the Internet via the Wide Area Network.
- Continue adding individual modem lines (compromising network security)

COST SUMMARY

	1999-00	2000-01
Additional Costs		
Internet Service Provider and Connection	\$9,600	\$9,600
Total	\$9,600	\$9,600
Savings		
Net Cost		

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: City Clerk

REQUEST TITLE: Funds To Update Municipal Code Book (Zoning Ordinance Revisions)

REQUEST SUMMARY

At the January 20, 1999 Council meeting, the City Council approved an agreement for a major revision to the City's zoning ordinance with the firm of Crawford, Multari and Clark, Associates. The City's zoning ordinance has not been significantly updated since the 1950's.

PRIMARY OBJECTIVE

A major revision such as this will require extensive modifications by the City's codifier, Book Publishing Company. By law, each time an ordinance is adopted a legal must be published within a prescribed time period in order that the public may be aware of the changes. It is anticipated that the costs will be in the range of \$5,000.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

Major revisions to the Municipal Code will require codification amendments by the City's codifier, Book Publishing Company. Further, it is a requirement of law that legal publications are made within a prescribed time from the adoption of an ordinance.

ALTERNATIVES

None. As regulated by law, the City has no choice or alternative option available if this major revision is undertaken.

COST SUMMARY	1999-2000	2000-01
Additional Costs		
Staffing		
Supplies, Materials, Services		\$5,000.00
Minor Equipment		
Total		
Savings		
Net Cost		\$5,000.00

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Elections
 REQUEST TITLE: City Clerk

REQUEST SUMMARY

The conduct of local elections and the processing of State mandated campaign and conflict of interest filings.

PRIMARY OBJECTIVE

1. To conduct General Municipal and Special Elections in the City of Lodi pursuant to State statute and in a professional, efficient and cost effective manner. We need to keep in mind, however, that inasmuch as we consolidate with the County of San Joaquin, there are some cost factors of which we have no control.
2. By State statute, the City Clerk serves as the filing officer for campaign statements and conflict of interest filings for elected officials, appointees and designated employees of the City. It is the goal of this office to ensure that all filings are made in a timely manner and pursuant to State statutes.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

The City of Lodi General Municipal Elections are held every November of even-numbered years. Therefore, fewer funds are required in off-election years, resulting in a larger budget request in the year 2000-01. Additionally, we received unofficial notification from the San Joaquin County Registrar of Voters' Office that the cost for the 1998 General Municipal Election *might* be in the area of \$16,000 (an increase of approximately \$6,000 from the previous election). Therefore, we have significantly increased the dollar amount in the professional services account (300 series) to cover the County's costs for the 2000 General Municipal Election.

ALTERNATIVES

None. State law mandates local elections and sets forth the duties and responsibilities of the City Clerk in the conduct of such elections.

COST SUMMARY	1999-2000	2000-01
Additional Costs		
Staffing		1,794
Supplies, Materials, Services		6,000
Minor Equipment		
Total		
Savings		
Net Cost		7,794

1999-2001 Financial Plan and Budget
SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: City Clerk
REQUEST TITLE: Funds For Staff Training

REQUEST SUMMARY

Funds to send two Deputy City Clerks for training at the Continuing Education for Public Officials (CEPO) in Santa Barbara. This is an intense 7-day conference geared toward team-building, education and management lessons, with credits that can also be applied to obtaining the Certified Municipal Clerk (CMC) status.

PRIMARY OBJECTIVE

The City Clerk's Office believes in supporting and educating its staff. CEPO is probably the most important and rewarding training available for municipal clerks. It helps to build and strengthen one's management skills, to reaffirm the importance of working in unison with fellow team members and to expand the knowledge of the inner workings of the City Clerk's Office.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

Both Deputies have a number of years of experience with working in the City Clerk's Office and have attended numerous City Clerk-related conferences and training sessions. Both are members of the City Clerk's Association of California (CCAC) and International Institute of Municipal Clerks (IIMC) organizations. CEPO is a natural extension of this education and training, and is a three-year commitment. This significant expenditure request is for 2 CEPO sessions each year, which are held in February and September.

ALTERNATIVES

COST SUMMARY	1999-2000	2000-01
Additional Costs		
Staffing		
Supplies, Materials, Services	\$4,340	\$4,340
Minor Equipment		
Total		
Savings		
Net Cost	\$4,340	\$4,340

1999-2001 Financial Plan and Budget
SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Finance - Revenue
REQUEST TITLE: Staffing Change

REQUEST SUMMARY: Hire two full time account clerks

PRIMARY OBJECTIVE:

- 1 To offer excellent customer service in a more efficient manner.
- 2 To maintain current customers and acquire additional customers during deregulation.
- 3 Ensure that the City has adequate, full time employees who maintain a greater efficiency due to daily work exposure.
- 4 To prevent staff burn-out and to achieve a higher level of efficiency and attention to detail.
- 5 To give current staff time to actively pursue the business license ordinance and gain additional revenue.
- 6 To avoid the risk of part-time staff having the responsibility of handling cash in excess of \$15,000.00 on a daily basis.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE:

We continue to have an increase of service orders due to the mobility of customers. Implementation of a Customer Information and Utility Billing System make it necessary to hire and train employees in a full time capacity as was stated in Council Communication dated April 15, 1998 addressing the purchase of a CIS system

ALTERNATIVES:

Continue to operate using part-time staff.

COST SUMMARY:	1999-2000	2000-01
Additional Costs		
Staffing	\$47,867.68	\$52,042.08
Supplies, Materials, Services		
Minor Equipment		
Total	\$47,867.68	\$52,042.08
Savings (100505.7103)	< \$30,282.64 >	< \$40,039.08 >
Net Cost	\$17,605.	\$12,003

1999-2001 Financial Plan and Budget
SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Finance Field Services
REQUEST TITLE: Cellular Phones

REQUEST SUMMARY

Purchase eight (8) portable combination radio/cellular phones for a total cost of \$1,285.00 for use by the Field Services staff. The monthly fee per unit is \$22.00.

PRIMARY OBJECTIVES

1. Increase quality of communication.
2. Decrease cost of communication system.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

The Field Services staff spends the majority of their working day in the field. Their only means of communication is a portable radio system. The replacement cost per unit is approximately \$1,600; three units have been replaced over the past seven years. The radio system's signal quality is inconsistent; also the unit is bulky and heavy.

ALTERNATIVE

1. Do nothing - continue with the current system.

COST SUMMARY	1999-2000	2000-2001
Additional Costs		
Utility & Communications	\$2,115	\$2,115
Supplies, Materials & Services	1,285	0
Total	3,400	2,115
Savings	<1,770>	<1,770>
Net Cost	\$1,630	\$ 345

The savings would be from 1) monthly pager fee, and 2) the monthly radio transmission fee that the Public Works Department pays for on the current system. There would be additional savings if a buyer could be located for the used portable radios.

1999-2001 Financial Plan and Budget
SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Finance Field Services
REQUEST TITLE: Lead Meter Reader

REQUEST SUMMARY

Create a new position to assist the current staff of four (4) Meter Readers and one (1) Accounts Collector. The Lead Meter Reader would fill in for the Meter Reader or the Accounts Collector positions during an absence. This person would also read the new accounts that are being added monthly, read the large account and survey meters for the Electric Utility Department, and fill in when the Accounts Collector is performing energy audits.

PRIMARY OBJECTIVES

1. Decrease the dependence on part time employees.
2. Provide greater customer service.
3. Increase inner office efficiency.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

The part time hours worked is equal to 1.6 full time persons. There tends to be a steady turnover in the part time staff. The new trainees make more mistakes resulting in customer dissatisfaction. The addition of a full time person would lend itself to continuity in section practices and accuracy.

The number of electric and water accounts read each month has increased over the past twenty (20) years from 18,000 to 25,000. The number of Meter Readers has remained constant at four (4). Approximately six years ago, another read day was added for a total of nineteen (19) days per month. Adding another day is not feasible since some months only have nineteen work days if there are holidays and/or five weekends.

ALTERNATIVE

1. Do nothing - continue with the current staff.

COST SUMMARY	1999-2000	2000-2001
Additional Costs		
Staffing (Total Compensation)	\$42,000	\$43,200
Total	42,000	43,200
Savings from Part time	<24,605>	<24,605>
Net Cost	\$17,395	\$18,595

1999-2001 Financial Plan and Budget
SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Fleet Services
REQUEST TITLE: Parts Clerk

REQUEST SUMMARY

Add a Parts Clerk position and reduce part-time hours.

PRIMARY OBJECTIVES

1. Provide an optimum-staffing level to serve the City's equipment maintenance needs while servicing and repairing City vehicles and equipment.
2. Lower administrative costs and improve efficiency of Shop operation.
3. Provide reliable, functional, and safe equipment for employees.
4. Make sure that preventative maintenance, repairs, and maintenance requests are completed in a timely and high-quality manner.
5. Maintain a balance between services performed by in-house support staff and services provided by vendors, contractors, and through contracted service arrangements.
6. Ensure that City vehicles present a positive image to the public.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

Locating and obtaining repair parts and managing an inventory of frequently needed parts is an important portion of vehicle maintenance. Multiple attempts at managing our parts operation, without one staff person dedicated to that effort since the retirement of the Equipment Parts Coordinator and the elimination of that position, have been less than successful. In recent years, one Heavy Equipment Mechanic has been assigned the responsibility of managing the parts inventory and ordering. This is not the most effective use of City moneys, since it uses a higher paid employee to do lower classification work for a significant part of their workday (approximately 50-80% of an 8-hour work shift). A new position of Parts Clerk is recommended. This position will be responsible for ordering parts, managing the parts inventory, coordinating deliveries, tracking warranties, doing data entry for the Shop's computer management system, and generating a variety of reports for supervisors and management. Hours for part-time clerical (50% of full time) would be dropped.

ALTERNATIVES

1. Do nothing. This is not advised, since we have the responsibility to run our operation in the most cost-efficient and professional manner we can, which includes evaluating "how we do business" and implementing better ways to accomplish our mission, when possible. The evening shift currently lacks supervision, and, as stated earlier, multiple attempts at managing our parts operation, without one staff person dedicated to that effort (since the retirement of the Equipment Parts Coordinator and the elimination of that position), have been less successful than needed.
2. Utilize additional part-time help and contracts with vendors. This is not advised, since skill levels of part-timers are limited, training costs and efforts are not fully realized, and vendors cannot respond as quickly or completely yet still require in-house supervision and management.

COST SUMMARY	1999-2000	2000-01
Additional Costs (Preliminary Estimate)		
Staffing: Parts Clerk (new classification @ C step)	\$31,625	\$33,205
Savings		
Part-time Adm. Clerk I/II and Summer Laborer	<16,780>	<16,780>
Net Cost	\$14,845	\$16,425

IMPLEMENTATION

As soon as authorization is received and funds budgeted, the review and adoption of job descriptions, classification titles, etc. will be scheduled. These are estimated costs only, so exact costs will have to be determined.

attachment

1999-2001 Financial Plan and Budget
SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Fleet Services
REQUEST TITLE: Fleet Services Worker (Equipment Service Worker)

REQUEST SUMMARY

Add one Fleet Service Worker (Equipment Service Worker) in 2000/2001 to the Fleet Services section of the Fleet and Facilities Division to help service the continually growing vehicle/equipment fleet.

PRIMARY OBJECTIVES

1. Provide an optimum-staffing level to serve the City's equipment maintenance needs while servicing and repairing City vehicles and equipment.
2. Improve efficiency of Shop operation by doing service-related work and other less technical jobs with lower classification workers rather than expending unnecessary funds to perform lower level tasks.
3. Provide reliable, functional, and safe equipment for employees.
4. Make sure that preventative maintenance, repairs, and maintenance requests are completed in a timely and high-quality manner.
5. Maintain a balance between services performed by in-house support staff and services provided by vendors, contractors, and through contracted service arrangements.
6. Ensure that City vehicles present a positive image to the public.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

The Equipment Maintenance Section currently maintains a fleet of vehicles and equipment totaling approximately 440 pieces, serving the entire City fleet, except mowing equipment and scooters. Included in the duties of the Equipment Maintenance Section are repairs to vehicles and equipment of all types and sizes; managing the parts inventory; troubleshooting and repair of mechanical operation problems in electric, hydraulic, and mechanical systems; welding/fabricating projects; and copying keys for vehicles. Other duties include providing preventative maintenance to all equipment; oversight of the equipment maintenance management system and software; and supervising contract labor and outside vendors. The current allocated staff consists of 10.5 full-time and .75 full-time equivalent positions.

In the near future, it is likely more equipment and vehicles will be added to the City's fleet, particularly in the growing Transit operations. Responsibility for the Fire Department's heavy equipment, and standby generators at all well sites was added in the last budget cycle. Recent discussion has included consideration of providing contracted services to outside agencies as potential for additional City revenue. This remains to be decided, but should continue to be discussed and considered. If this plan is adopted, it will add more pieces of equipment per person for staff to maintain.

The Fleet Service Worker position is the entry-level position in the equipment maintenance series of classifications. In 2000/2001, a second Service Worker position needs to be added to maintain a fair balance between the number of vehicles/equipment and the number of staff servicing them. We should continue to use outside vendors, as we do now, or hire specialized labor whenever it is most cost effective or requires specialized training, tools, or equipment.

ALTERNATIVES

1. Do nothing. Keeping the same staffing level while adding vehicles and equipment to the fleet is not advised. The last three times additional personnel for the Equipment Maintenance Shop were approved, the appropriate equipment-to-maintenance personnel ratio for Lodi was 50-55 compared to an average of our survey cities of 43. Our current fleet size of 440 vehicles and pieces of equipment divided by 6.5 staff (Welder-Mechanic figured at 50%) requires each mechanic to service 67.7 vehicles and pieces of equipment. Adding one Fleet Service Worker will reduce that number to 58.7 vehicles and pieces of equipment per mechanic (440 divided by 7.5 staff), still significantly above the average.

ALTERNATIVES (continued)

2. Utilize additional part-time help and contracts with vendors. This is not advised since skill levels of part-timers are limited, training costs and efforts are not fully realized, and vendors cannot respond as quickly or completely yet still require in-house supervision and management.

COST SUMMARY	1999-2000	2000-01
Additional Costs (Preliminary Estimate)		
Staffing:		
Fleet Service Worker (Salary @ C step)	-0-	\$31,240
Benefits/Overhead	-0-	6,250
Uniform	-0-	240
Tools	-0-	500
Total	-0-	\$38,230

IMPLEMENTATION

The hiring process (review of existing job specification, job analysis, etc.) would begin prior to the next fiscal year. Materials and supplies would be purchased as appropriate.